



Professional Development/Knowledge Sharing for Remote Teaching and Academic Support Reimbursement Form Limited to: FYs 2021 and 2022

The Division of Academic Affairs will reimburse faculty (at least 0.5 FTE) and academic affairs staff (at least 0.5 FTE) once per academic year for registration fees up to \$500 to support professional development and knowledge sharing about teaching and academic support within a remote workplace. The registration fees will be reimbursed upon completion of the course, workshop, presentation, etc.

Reimbursements are done on a rolling basis until the allocated funding limit of \$20,000 per year is met. This offer is open to all regular, part-time and full-time faculty and academic staff who are not on an approved leave. Pre-approval is required before submitting for reimbursement and request should go to uwbvcaa@uw.edu.

In keeping with University of Washington guidelines, every purchase must have a clear UW "business purpose". The business purpose may not often be apparent and requires a brief statement in the description section below on how the desired good or service benefits the UW. Post approval, fill out this form in its entirety and return it along with a copy of the paid invoice/receipt to uwbvcaa@uw.edu. You are encouraged to check with the VCAA's Office if you are unsure about eligibility.

Form with fields: Date, Name, School/Unit/Department, UW NetID, EID, Date of Professional Development Session, and Description of Purchase/Course/Workshop.