

Approved Uses of Professional Development Funds for Faculty

Professional Development Funds can be used to pay for the following:

1. Travel expenses for conferences (presenting or attending), including travel to archives for research¹
2. Registration fees for conferences, workshops, and seminars
3. Non-credit coursework or training
4. Pedagogical and course development
5. Materials:
 - a. Books or films not readily available through library
 - b. Research materials from other libraries or archives
 - c. Journal subscriptions²
 - d. Professional Memberships and Dues³
 - e. Software (for work)⁴
 - f. Technology

¹ Be sure to follow the Travel Services guidelines carefully, especially for meals and when deciding on vehicle travel (from UWG's home page, search for Travel Services).

² Journal subscriptions must be billed and sent to a UWG address or UWG email.

³ All professional memberships must be on behalf of UWG and not the individual.

⁴ Software must be downloaded to UWG-owned devices (i.e., no personal devices).

Please note: Any physical items/goods, including devices, software, apps, etc. purchased through professional development funds remain the property of the university.

Recommendation for Purchases

Instead of reimbursements, arrange purchases and prepayments through your department's ePro purchaser (or P-Card, if applicable) whenever possible and practical.

Recommendation for Reimbursements

- Personal reimbursements (other than travel) greater than \$100 must be reviewed by Purchasing (looking for institutional discounts through the Georgia First Marketplace).
- Mileage reimbursement: For travel less than 250 miles in your personal vehicle, you are allowed to claim Tier 1 reimbursement—Tier 2 for >250 miles.

Need help?

Contact with your questions (the **earlier**, better):

Purchasing

Sandra Robinson

Phone: 678-839-5251

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Travel Services

Anita Saunders

Phone: 678-839-6394

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