UW Japan Studies
Professional Grants for Lecturers 2017-2018

Amount: $500

Submission date: June 1, 2018

Eligibility: All lecturers in UW Japan Studies who teach in 2017-2018

Please submit all of your itemized receipts for reimbursement of professional expenses up to $500 in one packet (hard copies) to Martha Walsh (Box 353650, 435 Thomson) by June 1, 2018.

Examples of items covered by professional grants include:
- conference registration fees
- books and other research materials
- computer hardware and software
- other expenses related to your research

If you use all or most of your professional grant for one large transaction (such as part of the cost of new computer or airfare), please contact Martha to arrange more prompt reimbursement. It's possible that the purchase might be made directly by the university instead of requiring reimbursement to you.

Note that you will be asked to describe each item and its UW-related purpose. No wages may be paid from these grants, either directly to an employee or through a reimbursement request. Alcohol cannot be reimbursed. If you did not pay sales tax for any taxable purchase included in your reimbursement request, Washington State use tax for those items will be paid from your professional grant allocation (and thus the sum you receive may be less than $500).

The various forms for your reimbursement request (reimbursement/payment form purchases, travel reimbursement, etc.) may be found on the JSIS website: http://jsis.washington.edu/business/ The forms you are most likely to use are JSIS-91 for travel-related expenses (including conference and workshop registration fees) and JSIS-96 for other purchases. It is helpful if you include an itemized list of your expenses as a cover page. Meals are not eligible for reimbursement with professional grant funds.

If you have questions about the forms, or about which form to use, please contact Martha Walsh. She will enter the details of the budget number and PCA code on the forms you submit, obtain the authorized signature for approval of your reimbursement, and submit your request to the JSIS business office.