



# Other Expenses

Applicant must be able to show that this expense is for their professional development. This will only be processed as reimbursement.

Types of expenses allowed:

- The annual membership fee for LinkedIn Premium (\$240)
- Grad Exam Materials such as textbooks, prep courses outside of ASU, and flash cards
- Virtual professional development course/certification fees

Make sure you keep the receipt that shows the following:

- Vendor Information
- Date of Purchase
- Item purchased
- Total amount paid
- Proof of payment such as card holder name and last four of card number used

If your receipt does not show the above, additional documentation will be requested

**Submit your application and receipt within 10 days of purchase**