

ST. MARY'S PROJECT EXPENDITURE REIMBURSEMENT FORM

Submit to Mentor and Department Chair for review and signature before the end of final SMP semester.

Name _____

Address _____

Telephone _____ Mentor _____

ID # _____ Department _____

Title of Project:

Expenses incurred by the student for the year. Include receipts for EACH reimbursed item.

Item	Rationale	Amount
04 – Travel		
Includes mileage (use .55 per mile); accommodations, meals, tolls, parking, etc.		
08 – Contractual Services		
Examples include copying costs (for on-campus photocopying, use \$.10 per page); printing, advertising, transcribing, subject fees, etc.)		
09 – Supplies (<i>under</i> \$100 each)		
Examples include paper, paint and other art supplies, laboratory supplies, research animals, specialized books or manuals, etc.		
10 – Equipment (<i>over</i> \$100 each)		
Equipment becomes the property of St. Mary's College after project		
TOTAL BUDGET		
Deductible	Student Contribution	- \$200
TOTAL REQUESTED		
TOTAL APPROVED		

Required Signatures:

Student

Date

Mentor

Date

Department Chair

Date

Department Chairs-submit form and receipts to fiscal associate in your building in the semester when SMP is completed.