

## 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 55.5¢ 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		
<b>TOTAL BUDGET</b>		
<b>Deductible</b>	<b>Student Contribution</b>	<b>- \$200</b>
<b>TOTAL REQUESTED</b>		
<b>TOTAL APPROVED</b>		

**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.