

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 .485 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 | Assoc. Provost signature _____ | |

Required Signatures:

Student

Date

Mentor

Date

Department Chair

Date

Department Chairs-submit form and receipts to Academic Affairs in the semester when SMP is completed.