

Environmental Studies Travel/Research Reimbursement Request

April 3, 2002

(To be completed by student)

Name: _____ Date: _____

This reimbursement request is in connection with the following activity: _____

Thesis Research (title and proposed activities): _____

Attend Conference (dates/location): _____

Research Presentation (title/dates/location): _____

Other: _____

Estimated Costs:

Registration _____
Auto/Airfare _____
Room _____
Meals _____
Total Cost _____

Proposed Sources of Funding:

MSES program _____
Personal _____
Other _____
Total _____

Total reimbursement requested: _____

Signature: _____ Date: _____

Please note: Receipts are not required for meal reimbursement. OU reimbursement for meals is \$30 per day. You are required to submit **original receipts** for all other expenses. You will not be reimbursed without these receipts. You will also not be reimbursed if you do not turn in your Travel/Research Assessment Form.

(To be completed by the Director)

I recommend \$ _____ reimbursement for the expense(s) noted above.

Signature: _____ Date: _____