# **General Information**

|  |  |  |
| --- | --- | --- |
| Date request submitted: |  | Total Amount Requested:  |
| Reimbursement Payable to: |  | University ID: |
| Address/Campus Box (to receive check): |  |
| Project Information (If applicable):  | Student Name:  |
| Faculty Mentor:  |

**Important Note:** If requested amount is under $150, please complete the online [Petty Cash Request](https://www.elon.edu/u/fa/bursar/departmental-reimbursements/) through the Bursar’s Office. Please reach out to Emily Moser for your budget number, and route requests to emoser3.

1. **Program Information**

Please indicate (“X”) which program you are requesting reimbursement from:

|  |  |  |
| --- | --- | --- |
|[ ]  Undergraduate Research (Choose grant type)  | Grant Type: Choose an item. | Other:  |
|[ ]  Lumen | [ ]  Lumen Advance  | [ ] Lumen Mentor Development  |
|[ ]  Honors |  |  |
|[ ]  National & International Fellowships  |
|[ ]  Center for Research on Global Engagement  |

1. **Receipts and Itemized list of expenses**
* Please clearly itemize each expense below. Provide a brief description of each charge.
* Compile receipts into one document—either attach document to this completed form, or include document in email with this completed form\*
* If there are many receipts, label each receipt and create a clear label guide/table (Label receipts 1, 1a, 1b, 2, 3,.. etc)
* Review this guide for important receipt requirements and examples: <https://sway.office.com/YaPqcLSwHR0lTw4i>
* Once completed, Email requests with receipts to reimbursements@elon.edu

\*Digital submission is preferred, but if you need to bring in physical receipts, compile and bring them to Emily Moser in Powell 108.

**Important Note for travel related expenses**:   All expenses are charged to the month when travel ends, whether tickets etc. were purchased ahead of time or not. Check application guidelines or contact program director with any questions.

Enter *Itemized List Here*

***Following to be completed by Program:***

|  |  |
| --- | --- |
| **Account to be charged:**  | **Total approved amount:**  |
| **Approved by:**  |

**Dr. Steven Bednar**, Director of Honors Program

**Dr. Ann Cahill**, Director of National and International Fellowships

**Dr. Michael Carignan**, Director of Lumen Prize

**Dr. Eric Hall**, Director of Undergraduate Research

**Dr. Deandra Little,**  Associate Provost for Faculty Affairs

**Dr. Paul Miller**, Associate Provost for Academic Excellence and Operations

**Dr. Maureen Vandermaas-Peeler**, Director of the Center for Research on Global Engagement

**\*Please direct any questions to Emily Moser,** **emoser3@elon.edu****, x-5652, CB 2345\***