# **General Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Date request submitted: | DD/MM/YY | Total Amount Requested: Total $ | |
| Reimbursement Payable to: | First and Last name | | University ID: 7 digit # |
| Address/Campus Box (to receive check): | Address or Campus Box # | | |
| Project Information  (If applicable): | Student Name: First and Last name | | |
| Faculty Mentor: First and Last name | | |

**Important Note:** If requested amount is under $150, please complete the online [Petty Cash Request](https://www.elon.edu/u/fa/bursar/departmental-reimbursements/) prosses through the Bursar’s Office. Route requests to Emily Moser at emoser3@elon.edu. Attach all receipts to request and access [this document](https://elonuniversity.sharepoint.com/teams/Honors/Shared%20Documents/General/For%20Emily/IMPORTANT%20Reimbursement%20Request%20Guide.docx?web=1) for account numbers. Email Emily with any questions.

1. **Program Information**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Undergraduate Research (select grant from drop down) | Choose an item. | \*Other |
|  | Lumen | Lumen Advance | Lumen Mentor Development |
|  | Honors | Item budgeted in research proposal | Yes/No |
|  | Fellowships | | |
|  | Center for Research on Global Engagement | | |

**Note:** All funds for Honors must be used specifically and primarily for the thesis research. Except for Lumen, equipment purchased remains at Elon after your graduation.

|  |  |
| --- | --- |
| If applicable, complete the following for a **departmental funds transfer request**: | |
| Name of Department: | Account to transfer funds to: |

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 document](https://elonuniversity.sharepoint.com/teams/Honors/Shared%20Documents/General/For%20Emily/IMPORTANT%20Reimbursement%20Request%20Guide.docx?web=1) for important receipt requirements and examples
* Once completed, Email requests with receipts to [p108reimburse@elon.edu](mailto:p108reimburse@elon.edu?subject=Reimbursement%20Reqyest)

\*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. Ben Evans**, Director of Lumen Prize

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

**\*Please direct any questions regarding payment to Emily Moser,** [**emoser3@elon.edu**](mailto:emoser3@elon.edu)**, x-5652, CB 2345\***

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

**Dr. Tim Peeples**, Sr. Assoc. Provost for Faculty Affairs

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