**Environmental Studies**

**Funding Request**

The Department will award ENST/ENSC majors up to $50.00 annually to help defray the cost of certain research related expenses. Funds must be requested and approved by the Department Chair.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: ENST ENSC

**Please indicate Type of support requested:**

 **Independent Research/Study Expenses \*\***

 \*\* (Cannot be used in conjunction with Senior Research funding)

 **Required Course Related Research (300 level or higher) \*\*\***

 \*\*\* (Requires email to department chair, substantiating course requirement)

**ESTIMATION OF COSTS**

**Lab Supplies: ………………………………………………… $\_\_\_\_\_\_\_\_\_\_\_**

**Conference Registration Fee: ………………………………. $\_\_\_\_\_\_\_\_\_\_\_**

**Books & Related Supplies: …................................................. $\_\_\_\_\_\_\_\_\_\_\_**

**Lab Testing: …........................................................................ $\_\_\_\_\_\_\_\_\_\_\_**

**Fleet Vehicle Usage: ……….……………………………….. $\_\_\_\_\_\_\_\_\_\_\_**

**Personal Vehicle Usage: ……………………………………. $\_\_\_\_\_\_\_\_\_\_\_**

(\*Reimbursed at .32 per mile)

**Print Center Charges: …………………………………….. $\_\_\_\_\_\_\_\_\_\_**

**Miscellaneous: ……..……………………………………… $\_\_\_\_\_\_\_\_\_\_**

 **Please Explain:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL REQUEST: ……………………………………… $\_\_\_\_\_\_\_\_\_\_**

Approved by Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

 (Signature) (Amount)

* After you have been approved, please coordinate with Deb Peters to schedule fleet vehicles reservations or request print jobs to be printed by the Print Center.
* If you are requesting a reimbursement of out-of-pocket expenses, a receipt IS REQUIRED. \*The only exception is mileage reimbursement when using your personal vehicle for field work. In this case, you will need to provide to/from destination and start/finish odometer readings.
* Upon verification, you will be reimbursed for expenses not exceeding your approved amount.
* Any costs above the approved amount will be your responsibility.

 I agree to comply with the terms and conditions of this application or risk forfeiting my support: