

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: (Department will book this for you – contact Mary Orr)	\$ _____
Personal Vehicle Usage: (*Reimbursed at .32 per mile)	\$ _____
Print Center Charges: (Provide Mary Orr with items to be printed at Print Center & department will place request for printing)	\$ _____
Miscellaneous: Please Explain: _____	\$ _____
TOTAL REQUEST:	\$ _____

Approved by Department Chair: _____ for \$ _____ Date: _____
(Signature) (Amount)

- After you have been approved, please coordinate with Mary Orr 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: