THE PAUL K. RICHTER AND EVALYN ELIZABETH. COOK RICHTER MEMORIAL

FUND Richter Budget Form - SUMMER 2016 Projects

[please TYPE form field areas]

Student Information:

Name: Student ID: Date:

Have you, or will you, apply for funding for this project from other sources? ☐ Yes ☐ No [use mouse or arrow keys]

If yes, what source(s):

[Examples of expense entries]

ITEM	AMOUNT
TRANSPORTATION: roundtrip airfare to New York (per Kayak.com / attached)	*$635.00*
HOUSING: ON campus from June 8 - July 30, 2015 (include exact dates)	*$540.00*

Budget:

Please list all anticipated expenses (see list below)	
Important -- you **MUST** include documentation of expenses, (e.g. a printout from an online retailer)	
ITEM DETAIL	**AMOUNT**
TOTAL Expenses	
REQUESTED AMOUNT	
APPROVED Richter Amount	

If you request funds for housing (on campus or off) be aware that the funds will be given to you as a taxable stipend. Taxes will be taken out of the requested amount. You may be able to recover some portion through a tax refund.

Grant Eligible Expenses (not inclusive)	Examples
Housing – taxes are withheld	On or off campus housing – ***show the exact dates***
Transportation	Airfare, mileage, vehicle rental, etc. Richter will not cover the cost of transportation from Galesburg to your home city/country.
Program Fees	Registration for conferences or workshops
Expendable Material and Supplies	Solvents and chemicals, printing costs, memory storage
Participant Incentives	Prize drawings, participants in psychological studies
Lodging	Hotel for conference, workshop

SUBMIT COMPLETED RICHTER APPLICATION ALONG WITH REQUIRED DOCUMENTATION TO:

The Gerald and Carol Vovis Center • Alumni Hall Room 231 • Knox College Box K-136 • sljones@knox.edu