

# GENESEO FOUNDATION REQUEST FOR EXPENDITURE

Requested/Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Grant Recipient

Issue Check to: \_\_\_\_\_

In the amount of: \$ \_\_\_\_\_

Grant:  Undergraduate (STUDENT) Research Grant

Grant Issued to: \_\_\_\_\_ Advisor: \_\_\_\_\_

Students - Include Your Advisor's Name

Project Name: \_\_\_\_\_

Semester/Year Grant was Issued: \_\_\_\_\_

Include an explanation of expenses and attach documentation:

Supplies: \_\_\_\_\_ =  receipt required

Equipment: \_\_\_\_\_ =  receipt required

Copies: \_\_\_\_\_ =  receipt required

OTHER (include explanation): \_\_\_\_\_ =  receipt required

Mileage: \_\_\_\_\_ total miles roundtrip  X .22 per mile =

Lodging: \_\_\_\_\_ total nights  X \$70 per night\* =  receipt required

\*or the actual per student per night cost, whichever is less

Food: \_\_\_\_\_ total days (include travel days away from home)  X \$31 per day =

TOTAL

Please enter address below where check is to be mailed:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Submit form to: Susan Crilly, Accounting Office, Erwin 217E

revised  
6-Oct-09