

# COVER SHEET

Request for \_\_\_\_\_ Reimbursement

Dates: \_\_\_\_\_ to \_\_\_\_\_

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BUID: \_\_\_\_\_

ADDRESS TO WHICH CHECK SHOULD BE SENT *(Address required will not send to department.)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IF REQUESTING GRANT FOR A CONFERENCE**

CONFERENCE TITLE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PAPER PRESENTED: \_\_\_\_\_

**EXPENSES ITEMIZED**

Date	Item Description	Amount
<b>TOTAL</b>		

**INSTRUCTIONS:** *Select grant type and include all required documents listed below*

Grant Type	Required Documents for Submission			Previous Amount Received	
<input type="checkbox"/> <b>Travel</b>	Receipts in chronicle order <b>taped</b> to 8x11 paper	Invitation	Abstract	Recommendation	\$ _____
<input type="checkbox"/> <b>Research</b>	Justify Expenses (no more than 3 pages)			Recommendation	\$ _____
<input type="checkbox"/> <b>Editing</b>	For <b>final edits</b> only (one editing grant per student)	See online list of requirements	Abstract	Recommendation	
<input type="checkbox"/> <b>Journal</b>	Journal name and journal submission requirements	Costs	Abstract	Recommendation	\$ _____

**Taxi receipts:** *Must be the original copy*

**Currency conversion:** *Enter date of the receipt to find conversion rate (use: <http://www.oanda.com/currency/converter/>) (if necessary)*

**Note conversion** next to receipts

**Repeat for each date** of expenses

**Attach of conversion rate printout** for each day

**Complete Requirements** go to [www.bu.edu/econ/center/resources](http://www.bu.edu/econ/center/resources)

**STUDENT SIGNATURE:** \_\_\_\_\_