

Department of Classics

Graduate Discretionary Funding

Reimbursement Request

Date: _____

Name: _____

ID number: _____

Indicate the type and total amount of expenses to be reimbursed:

Books/media Total: \$ _____

Computer/electronic
equipment/software Total: \$ _____

Conference/research travel Total: \$ _____

Please provide a breakdown of expenses:

Airfare: \$ _____

Lodging: \$ _____

Other transportation: \$ _____

Incidentals: \$ _____

If you are requesting reimbursement of travel expenses, please (a) provide the name and location of the conference you attended, and whether you presented a paper, or (b) provide the location of your research travel and the general subject of the research.

Student's signature:

Approvals:

Graduate Director

Date

Department Manager

Date

Reimbursement entered in GFS on _____ by _____ on sequence line STP_____
date initials