

**HONORS/ANNUAL FUND/OFFICE OF RESEARCH
OFF-CAMPUS BUDGET REQUEST FORM**

Make a detailed budget, describing your costs. If necessary attach explanations

Important Note: KEEP YOUR RECEIPTS

- After the project is completed, you must submit an accounting of your expenses
- Receipts are required large items such as airfare, rent or other items above \$100.
- For other items below \$100 each, a reasonable set of estimated sums will be acceptable.

Air, Train, Bus Fare..... _____

Car Transportation: (Mileage)

_____ miles at 36.5 cents per mile) _____ (Multiply total miles by .365)

Accommodations..... _____ (_____ per month for _____ months)

Food \$20.00 per day estimate..... _____

Books _____

Supplies.....(specify)..... _____ (Attach a list and estimate)

Special site fees (lab, equipment, etc.).... _____ (Attach list)

Local Transportation and parking..... _____ (Attach explanation)

Passport..... _____

On-Site Telephone, phone card . _____

Electronic access cost..... _____

Other (Specify) _____ Attach list

photography \$120..... _____

Medjet Assistance (required)..... _____ (paid for by program funds)

TOTAL EXPENSES..... _____

FUNDS REQUESTED:

Honors Program Request _____ (Cannot exceed \$3,000 + Medjet Assistance Costs)

Annual Fund request..... _____

Office of Research Request..... _____

Other Scholarships..... _____

Total Funds Requested..... _____

I declare that the above statements are true and accurate to the best of my knowledge. (Deliberate falsification or misrepresentation will result in forfeiture of scholarships received from the University of Michigan-Flint)

Signature _____ Date: _____