

**POST OFF-CAMPUS REPORT COVER SHEET**  
**PLEASE PRINT**

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

SS# \_\_\_\_\_ Phone: \_\_\_\_\_

**Current**

Address: \_\_\_\_\_  
Street & Number City Zip Code

Off Campus Location: \_\_\_\_\_

Off-Campus Advisor: \_\_\_\_\_

UM-Flint Departmental Advisor: \_\_\_\_\_

Dates of off-Campus Experience: \_\_\_\_\_

Title of Project: \_\_\_\_\_  
\_\_\_\_\_

**CHECK LIST**

*I have attached the following according to requirements:*

**Part One: Budget Report**

1. Completed Post Off Campus Budget Report Form
2. Mounted Receipts for individual items over \$100
3. Estimates and explanations for all other items as in your budget request

**Part Two: Post Off Campus Personal Narrative**

1. Minimum 1 page single spaced 12 point (aim for more)
2. Follows examples and instructions in the off-campus booklet

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*I certify that the attached expense report is true and accurate to the best of my knowledge.*

\_\_\_\_\_  
Signature Date Student Number: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Honors Director