

# Honors Program Student Funding Request Application

Submit this form for Honors Program funding pre-approval.

Do NOT include receipts with this application.

See reverse for important funding information

Name (print): \_\_\_\_\_ Student ID # \_\_\_\_\_

CMU Email: \_\_\_\_\_ @cmich.edu Cell Phone \_\_\_\_\_

Do you have a Centralis Scholarship?                      Yes                      No

Funding Requested for:

*Capstone Expenses*                      *Conference Expenses*                      *Study abroad/study away*                      *Other*

Purpose and rationale of request: (Please include course designator if for study abroad/study away)

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

## Estimated Expenses and Revenues:

Expense Description (attach additional sheet if needed)	Approximate Amount
<i>Total Anticipated Expenses</i>	\$

Anticipated income from Other Sources	
<i>Total Anticipated Income from Other Sources</i>	\$

Amount requested from Honors Program: \$ \_\_\_\_\_

## If funding is requested for a conference:

Name of Conference (*No acronyms*) \_\_\_\_\_

Location: \_\_\_\_\_ Conference Date(s): \_\_\_\_\_

Title of Presentation \_\_\_\_\_

I have received confirmation that I am a presenter at a conference:                      yes                      no

I have attached conference confirmation with this application:                      yes                      no

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Honors Program Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Reimbursement Amount: \$ \_\_\_\_\_

## **Honors Program Student Funding Information – Page 2**

### **Applicants Must:**

- Be an undergraduate Honors student in good standing, enrolled at CMU during the semester the application is submitted.
- Be actively completing your Honors Protocol.
- Acknowledge the Honors Program's contribution at events, SRCEE, presentations, publications, conferences, etc.
- While completing budget requests, please list the departments that you have requested funding from (for reimbursement coordination).
- **Funding for conference or capstone expenses**
  - a. Honors Program students may request up to \$300 in Capstone expenses in addition to requesting up to \$300 to attend a conference as an author or co-author on a presentation. Please use a separate application for each expense. Please apply for conference support only after you have received confirmation of your presentation.
  - b. Expenses are reimbursement based. Do not include receipts with this application. Approved reimbursements are applied directly to the student's CMU account. Conference expenses can only be reimbursed after the conference has occurred.
  - c. A budget transfer will be made for conference, project or research expenses paid by a faculty member or a department.
  - d. University policies do not allow reimbursements to you for expenses someone else has paid for.
  - e. For travel reimbursements:
    - 1. Lodging expenses should be pro-rated to reflect your share if lodging is shared.
    - 2. Meal expenses will not be reimbursed by the Honors Program.
    - 3. If you are submitting mileage for travel reimbursement, please list the day(s) you traveled on a Google Maps-type printout that shows your departure and your destination locations and the total mileage for your trip. The current year mileage reimbursement rate by CMU will apply.
- **Funding for study abroad/study away**
  - a. Non-Centralis Honors Program students may request up to \$1,000 for any study abroad or study away course one time while attending CMU.
  - b. Funding approvals will be sent to the Office of Financial Aid and applied to student accounts