



## **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.
- 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.
- Funding is 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.
- **Complete a “Student & Non-Employee Travel Reimbursement Voucher” for all expenses:**
  1. Use Non-Employee/Student Expense Reimbursement form at <https://www.cmich.edu/fas/fsr/cps/forms/Pages/default.aspx>. Complete only one form for your reimbursement, even if multiple departments are contributing to this reimbursement.
  2. Attach original itemized receipts and submit to the Honors Program office in Powers 104.
  3. Make and keep a copy of your voucher and receipts for yourself, they will not be returned to you.
  4. Submit your voucher form to one of your funding departments to begin the reimbursement process.
- A budget transfer will be made for conference, project or research expenses paid by a faculty member or a department.
- University policies do not allow reimbursements to you for expenses someone else has paid for.
- While completing budget requests, please list the departments that you have requested funding from (for reimbursement coordination).
- 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 milage reimbursement rate by CMU will apply.