Honors Program Student Funding Application

Submit this form for Honors Program funding <u>pre-approval</u>.

Do NOT include receipts with this application.

See reverse for important funding information

Name (print):		Student ID #		
CMU Email:	@cmich.edu	ı Cell Phone ()	
Capstone Advisor:				
Anticipated Graduation date (semester	and year):			
	Capstone Expenses Confe	erence Expenses	Other	
Estimated Expenses and Revenues:				
Expense Description		Approximate Amou	ınt	
	Total Anticipated Expenses	\$		
Anticipated income from Other Sources	ς			
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Total Anticipa	ated Income from Other Sources	\$		
If a faculty member is paying for your ex	rpenses: please indicate their na	me, phone number	and departme	nt:
Amount requested from Honors Program	n: <u>\$</u>			
If funding is requested for a conference:				
Conference Name?				(No acronyms)
	Conference Date(s):			
Title of Presentation				
I have received confirmation that I am a presenter at a conference: yes			yes	no
I have attached conference	e confirmation with this application	on:	yes	no
Applicant Signature:			_ Date:	
Honors Program Approval:			Date:	
Approved Reimbursement Amount:	\$			

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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.
- <u>Funding is reimbursement based</u>. 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:
 - 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.
 - 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.