

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:

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: \$ _____

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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.
- 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 milage 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