**2017-18 Academic Project Grant Reimbursement Form**

**This form is to be completed by students who submitted an academic project grant (APG) application that was subsequently *approved* by the APG committee.**

The student and/or faculty member is responsible for managing their receipts for reimbursement. Find form at: <http://www.wcu.edu/learn/academic-enrichment/the-honors-college/ugres/index.aspx>

As soon as possible, **but no later than the last day of classes for the spring semester**, please bring the following items to Suzanne Melton in The Office of the Provost, 560 HFR Administration Building. Please call 828-227-3016 or email scmelton@email.wcu.edu with any questions. Thank you.

* this completed form
* a copy of all receipts to be reimbursed (include boarding passes if flight reimbursement) \*
* a copy of your budget from your proposal

***\* Please note:*** *If you are requesting reimbursement for travel, you will need to make an appointment with Suzanne Melton to sign the Travel Reimbursement Form. Contact Suzanne Melton at 828-227-3016 or email* *scmelton@wcu.edu**. You must have this form signed before your reimbursement can be submitted for payment.*

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First and Last Name of person to be reimbursed:

Complete address (where to mail reimbursement):

Email of person to be reimbursed:

Name of faculty sponsor:

Email of faculty sponsor:

*Enter the item, description and amount to be reimbursed. Add lines as necessary.*

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| --- | --- | --- |
| Item | Description | Amount |
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| **TOTAL REQUEST:** |