



## Scholar Expense Request Form

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

| Item                | Reason for Request | No. of Items | Cost per Item | Total Cost |
|---------------------|--------------------|--------------|---------------|------------|
|                     |                    |              |               |            |
|                     |                    |              |               |            |
|                     |                    |              |               |            |
|                     |                    |              |               |            |
|                     |                    |              |               |            |
| <b>Grand Total:</b> |                    |              |               |            |

I will pay for it, provide a *receipt*, and request reimbursement from the McNair Scholars Program.

**Important:**

All items *must* be approved before any purchase can be made, with no exceptions.

Remember to provide itemized receipt in order to receive reimbursement.

\*Be sure to include *sales tax* and *shipping/handling charges*, if applicable.

I have read over the entire form and ensure that the information above is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**Item Request:**  Accepted  Denied  Incomplete

**Reason:**

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

Date: \_\_\_\_\_

|                   |                 |                    |                                 |
|-------------------|-----------------|--------------------|---------------------------------|
|                   | <u>Research</u> | <u>Memberships</u> | <u>Transcripts</u>              |
| <b>Allowance:</b> | \$150           | \$100              | \$250 (Seniors)/\$150 (Juniors) |

**Used:**

**Number of Absences:**

**Number of Late or Missing Assignments:**