



**(4) Lodging.** Hotel receipts are required, and must show a zero balance. You will be reimbursed for the room only, and not other room charges such as phone use, room service, etc. (you must pay for these yourself). If you share the room with another person who is also attending the conference, expenses must be split.

**Name of Hotel:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Check-in date:** \_\_\_\_\_ **Check-out date:** \_\_\_\_\_

**Total: \$** \_\_\_\_\_

**(5) Meals.** (effective 10/14/09) Students receive a maximum of \$27.00 per diem for meals (no receipts required), but you must complete the table below. Meal reimbursement is pro-rated based on your travel itinerary. For example, if your flight leaves home at 11:00 AM, you can not claim breakfast for that day. Meals for single day trips from your home or from BSC for attendance at a local conference are allowed for students only. Meals provided as part of a conference registration fee are excluded from your reimbursement. As this is BSC sponsored travel, you will not be reimbursed for alcoholic beverages.

Date	Breakfast (\$6.00)	Lunch (\$9.00)	Dinner (\$12.00)	Total (\$27.00)

Please sign and date this form and return to Kathy Frederick, Office of Undergraduate Research, Room 200, Maxwell Library

**Student name (printed)** \_\_\_\_\_ **Banner ID #** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Student phone #** \_\_\_\_\_ **email** \_\_\_\_\_

**Please attach a copy of your Tinsley Program Travel Grant Award Letter**

**Mentor's Name (print)** \_\_\_\_\_

**Mentor signature (I approve this request)** \_\_\_\_\_

**PROGRAM USE ONLY**

**TOTAL AMOUNT approved for reimbursement: \$** \_\_\_\_\_

**Tinsley Program Coordinator Approval** \_\_\_\_\_ **Date** \_\_\_\_\_