

(4) Meals. 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 BSU 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 BSU 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 ATP Travel Grant Award Letter

Mentor's Name (print) _____

Mentor signature (I approve this request) _____

ATP Approval

TOTAL AMOUNT approved for reimbursement: \$ _____

ATP Approval Signature _____ Date _____