BRIDGEWATER STATE UNIVERSITY
ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH
STUDENT RESEARCH TRAVEL REIMBURSEMENT FORM (updated January 26, 2012/kmf)

Students who receive semester or summer grants may use their research supply money to request reimbursement of research-related travel expenses (library/museum visits, field work, etc.). Acceptable expenses may include personal auto mileage (not gas or repairs), commuter rail, subway, and library fees or admission fees. No reimbursement is allowed for meals or lodging for single day trips. Hotel and meal taxes will also be reimbursed. Sign and date this form and return to Kathy Frederick in the Office of Undergraduate Research (508-531-2303, kfrederick@bridgew.edu), Room 200, Maxwell Library, for approval.

Name (print)_____

Reason for travel_____

_____

Type of Award (check one): Fall Semester Grant_____ Spring Semester Grant_____ Summer Grant_____

(1) Miscellaneous Fees and Expenses (examples: commuter rail, subway, library usage fees, admission fees, permits, registration fees, photocopy expenses, etc.; receipts are required)

Date (mm/dd/yy)	Explanation of Fee or Expense	Amount
	SUBTOTAL:	

(2) Personal auto mileage. You will not be reimbursed for gas, but you will receive 55.5 cents/mile (effective January 1, 2012).

Date of travel (mm/dd/yy)	Starting Location	Destination	Round Trip? (Y/N)	Total Miles	$ Amount (55.5 cents permile)
				SUBTOTAL:	

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_____

Mentor's Name (print)_____

Mentor signature (I approve this request)_____

ATP Approval

TOTAL AMOUNT approved for reimbursement: $_____

ATP Approval Signature_____Date_____