**2. Emory Linguistics Research Budget Proposal** Academic year:\_\_\_\_\_\_\_ Semester (circle): Fall Spring Summer

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

Emory ID:

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

Applied to Emory URP grants (circle): Yes No Not Applicable

Please Explain below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Expenses:**

Travel:

 Conference Registration: $\_\_\_\_\_\_\_\_\_

Transportation: $\_\_\_\_\_\_\_\_\_

Hotel: $\_\_\_\_\_\_\_\_\_

Restaurant meals: $\_\_\_\_\_\_\_\_\_

Supplies (e.g., Poster): $\_\_\_\_\_\_\_\_\_

Equipment: $\_\_\_\_\_\_\_\_\_

Other (specify): \_\_\_\_\_\_\_\_\_\_\_: $\_\_\_\_\_\_\_\_\_

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

If you need to explain any of the projected expenses above, please do so here:

Eligible supply expenses include thesis binding, photocopies, lab supplies, software, participant fees in experiments or survey research, et cetera. Any equipment (e.g., lab supplies, books, software, digital recorders, or cameras), are considered Emory property and must be surrendered to linguistics program, after the research is completed. Any participant fees or lab expenses for approved projects will be paid directly to the P.I.

Ineligible expenses include day-­‐to-­‐day living expenses (rent, groceries).

Rules for reimbursement for proposed expenses

When you submit receipts for reimbursement, you must include the following:

1. Cover sheet with name, address, telephone number, and the total amount of the receipts you are attaching.
2. Original, itemized receipts, each of which must be taped onto a plain piece of paper. Photocopies will not be accepted.

Please submit receipts in person to Ms. Darni Bolden in 532 Kilgo Circle 202C. If you have questions, please email her at dbolde2@emory.edu

1. General guidelines for submitting receipts:

# Date: Receipts older than 6 months cannot be reimbursed.

* 1. Sort the receipts by category (supplies, food, transportation, copies, etc.) and label them (breakfast, lunch, dinner, toll, etc.).
	2. Tape individual receipts onto a plain 8 ½” x 11” piece of paper.
	3. Circle the dollar amount and date of transaction and, on the piece of paper to which the receipt is taped, write what was purchased and your name.
	4. All receipts must have a purpose for your research.
1. If you are traveling, contact Ms. Bolden regarding the travel reimbursement process.

**May 1 of the academic year in which you perform the research, or six months from the date of any individual receipt – whichever comes first -­‐-­‐ is the deadline for submitting all expenses for reimbursement.**