

Social Sciences Division

## Research Expenses During COVID Safe-at-Home Orders

Form must be completed **before** purchasing and submitted to the main office.

### Per University Policy Expenses may not include:

Memberships (as opposed to registration) in the organization running conferences attended; Computer or other electronics or equipment (e.g., MP3 player, camera); Alcoholic beverages; Transcription services; Tuition and/or fees for credit-bearing courses; Recreation/social events; Payment to participants or research study subjects.

**Note:** There are certain expenses that can be paid for directly by MSO to save both student's time and money. Please consult MSO prior to making any purchase. Not doing so may result in our inability to reimburse you.

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ UID #: \_\_\_\_\_

Why do you need these materials? Explain how you will use them for research or teaching:

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### Request:

Expense	Purpose	Cost

**Total:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Grad Studies: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Date received: _____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Departmental Authorized Signature: _____	Date: _____
Approved Amount: _____	FAU: _____