

### Application Checklist

- 1-2 page summary
- Director Signature
- Cost estimates/receipts

## THESIS REIMBURSEMENT APPLICATION INSTRUCTIONS

Barrett, the Honors College offers up to \$750 of funding to cover expenses essential to thesis/creative project investigation, design or execution. The funds may be used to cover such costs as travel, library and copying fees, lab equipment, supplies, or art materials.

Students who submit a thesis prospectus by the Priority Prospectus due date may be eligible for additional reimbursement funds. Contact your honors advisor for more information.

**Due Date:** Applications and all materials must be submitted by the honors thesis deadline of your final semester in Barrett. For example:

- Due Date for Fall 2017 Graduates: November 17, 2017
- Due Date for Spring 2017 Graduates: April 20, 2018

Applications will not be accepted and cannot be processed by ASU after the due date. Even if you have a thesis submission extension, you must still adhere to these deadlines.

This is a reimbursement application. Approval for expenses can be granted in advance, however you will need to submit ORIGINAL receipts in order for payment to be processed. No funds will be paid in advance.

- Travel must be completed before the reimbursement due date. No travel will be approved that occurs after the due date.
- All expenses must be submitted and approved within two fiscal years of the original invoice/receipt. A fiscal year runs from July 1-June 30.
- You may only apply for funding once, regardless of the amount of money that you are requesting on the application.
- All items purchased with funding must be expendable items or if purchasing equipment, the cost for the item needs to be under \$100. Personal items are not eligible for reimbursement. Contact Christine Fleetwood with questions before purchasing.

Applications are reviewed on an on-going basis and students will be notified of approval and next steps via email from Christine Fleetwood. Please contact Christine Fleetwood with any questions: [Christine.Fleetwood@asu.edu](mailto:Christine.Fleetwood@asu.edu) or (480)-727-7640.

**Financial Aid Requirements:** If you have submitted a Federal Financial Aid (FASFA), you may be asked to provide additional documentation. Christine Fleetwood from the Barrett Business office will contact you if necessary.

### Research Incentives

Include an explanation for cash payments or gift cards distributed as incentives for research study participants. Research incentives should be used to encourage reasonable participation in a study, include a description of why incentives are necessary. Include original receipt and a signed, dated document. This document should include your name, the name of your participant, participant signature and date, a summary, and what was given as the research incentive. For study participants who need to remain

anonymous, include a note explaining why and request the recipient initial the receipt. If these items are not included, a reimbursement cannot be processed.

## THESIS REIMBURSEMENT APPLICATION

### Reimbursement Checklist

Complete steps below and return to Barrett, the Honors College, Attn: Christine Fleetwood:

- Complete application form: printed or typed including all signatures.
- Complete "Description of Expenses" section with a detailed list of items and costs.
- Attach a 1-2 page summary outlining the project and how it will enhance your thesis.
- For travel related expenses, include a printout (i.e. from expedia.com) showing the approximate airfare and hotel charges. For conferences, please also include conference itinerary.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
ASU ID #

\_\_\_\_\_  
Major(s)

\_\_\_\_\_  
Expected Date: ASU Graduation

\_\_\_\_\_  
Student Mailing Address (including city, state & zip)

\_\_\_\_\_  
Student ASU Email

\_\_\_\_\_  
Thesis Director Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Thesis Title

\_\_\_\_\_  
Semester of Defense

\*Are you a National Merit Scholar, National Achievement Scholar or a National Hispanic Scholar?  
Please circle: Yes or No

Please include a detailed description of items and estimated costs.

### DESCRIPTION OF EXPENSES

### ESTIMATED COST

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

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

TOTAL

\_\_\_\_\_

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

\_\_\_\_\_  
Date

I have read this proposal and certify that expenses are reasonable and essential for the thesis project and not otherwise available.

\_\_\_\_\_  
Thesis Director Signature

\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE USE ONLY**

Reviewed By \_\_\_\_\_

Date \_\_\_\_\_

Amount Awarded      \$ \_\_\_\_\_