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 2018 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 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

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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.

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**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**

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**TOTAL**

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

FOR ADMINISTRATIVE USE ONLY

Reviewed By ___________________________ Date ___________________________

Amount Awarded $ ___________