

Exceptional Costs Reimbursement Form

- This form must be submitted with all reimbursement requests for exceptional costs associated with on-going research or publication projects.
- Reimbursement requests must be accompanied by a receipt or other proof of payment.
- Faculty may request reimbursement for exceptional costs **only** after demonstrating that other sources of university funding have been exhausted.
- All exceptional costs reimbursements must be approved by the department chair. The department chair retains the right to refuse reimbursement if requests fail to conform to any of the above policies.

Date: _____

Faculty I.D. _____

Name: _____

Position: _____

Description of Exceptional Costs:

Total Cost: _____

Reimbursement Requested: _____

Title of Project: _____

Type of Project (monograph, journal article, etc.): _____

Expected Date of Completion: _____

Publication Details (if known): _____

Please briefly describe the relevance of the exceptional cost(s) to the project:

Identify any intramural sources of funding that you have sought to support the exceptional cost(s). Attach any relevant documentation (REQUIRED):

Signature of Faculty Member

Signature of Chair