

University Honors Program Course-Related Expense Request

All course-related expenses (guest speakers, field trips, special supplies, etc.) must be approved in advance. Requests submitted after expenses have been incurred will not be considered. Also, reimbursements will not be made directly to faculty and must comply with university policy.

FACULTY NAME: _____ EMAIL: _____

QUARTER: _____ COURSE NUMBER/SECTION: _____

GUEST SPEAKER (External Only; \$500 maximum)

Date: _____ Speaker's Name: _____

Home Address: _____

SSN (required): _____ Speaker Fee: _____

Describe speaker's expertise related to course subject:

FIELD TRIP

Date: _____ Facility/Event: _____

Describe the field trip or event, fees involved, transportation, etc.:

OTHER EXPENSES

Describe the project-related expenses or supplies needed below:

Return completed form to the Honors Program office in 243 Millett.