**Academic Project Grant Reimbursement Form**

**This form is to be completed by students who submitted an academic project grant (APG) application that was subsequently *approved* by the APG committee.**

The student and/or faculty member is responsible for managing their receipts for reimbursement. Find form at: <http://www.wcu.edu/academics/departments-schools-colleges/the-honors-college/ugres/undergraduate-academic-project-grants-program.asp>

As soon as possible, but no later than the last day of classes for the spring semester, please attach:

* a copy of all receipts to be reimbursed
* a copy of your budget from your proposal
* this completed form

Please bring these items to Crystal Snover, 101 Balsam Hall. Thank you.

First and last Name of person to be reimbursed:

Complete address (where to mail reimbursement):

Email of person to be reimbursed:

Name of faculty sponsor:

Email of faculty sponsor:

*Enter the item, description and amount to be reimbursed. Add lines as necessary.*

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| --- | --- | --- |
| Item | Description | Amount |
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|  |  |  |
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|  |  |  |
| TOTAL REQUEST: |