

School of Journalism and Communications
GRADUATE RESEARCH FUNDING REQUEST

Requests must be approved by the Graduate Affairs Committee *before* beginning research and must be submitted by the 5th week of the term.

Name: _____ Date: _____

Description of research and its relation to your project (attach additional sheets if necessary):

Advisor approval _____ Date: _____

Total funding requested (attach itemized list): _____

Other SOJC/UO funding requested/anticipated. Specify source(s): _____

Previous funding received from SOJC (amount and purpose): _____

Limit of \$300 per year subject to availability of funds.

1. Itemize all requests on separate attached sheets.
2. Submit the request *prior* to beginning research.
3. Attach supporting documentation (thesis/project related approval **must** be attached for thesis/project related research.)

If you are requesting travel reimbursement as part of your research funding request, please see reverse for guidelines that must be followed.

Travel Reimbursements

Funding requests must be approved by the Graduate Affairs Committee *before* travel.

You must submit receipts for all reimbursements requested.

- Automobile: Mileage reimbursed at .36/mile
- Meals: Per Diem is easiest - no receipts required. Rates vary from \$34-\$42/day
- Lodging: Original receipt required - must show a "zero" balance to prove payment
(**Caution:** "electronic" checkout receipts do **not** show a "zero" balance)
- Registration: Original receipt required along with copy of brochure or announcement
- Supplies/books: Original receipt required
- Misc. items: Airport transportation, parking, taxis, entrance fees, etc. - save as many as receipts as possible. No receipt necessary for items under \$10

You must use UO approved travel vendors in order to have your ticket paid for before you travel.

- Air/Amtrak arrangements must be made through a UO contract agency:
Ambassador: 686-1111/Away Travel: 344-6321/Premier: 747-0909
Ask for a University agent and have them e-mail an itinerary to:
kwijal@uoregon.edu

On-line ticket sales from other vendors are acceptable provided that you first check ticket prices with at least one of the above approved vendors. This estimate must initiate from the approved vendor in the form of an e-mail (kwijal@uoregon.edu).

If you have any questions, please see accountant Kwija Lee
In 120D Agate Hall, 346-3806.