

# FUNDING DISBURSEMENT FORM- FACULTY

## KILMER UNDERGRADUATE RESEARCH APPRENTICESHIP

---

Today's Date: \_\_\_\_\_

I am seeking disbursement of funds for my professional development award achieved in the:

(circle one) Fall Spring Summer Year \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount being requested: \$ \_\_\_\_\_\*

\_\_\_\_\_ Reimbursement (attach receipts)

\_\_\_\_\_ Purchase Order (attach a completed Foundation Purchase Order Form)

*Make sure to include shipping & handling and/or hazardous handling into the your total costs.*

Specific description of funding (materials, travel, etc):

---

Faculty Signature and date

*\* Faculty Incentive and Criteria: Beginning with the summer 2011 awards, for every three new Kilmer Apprentices they mentor, faculty are eligible to receive up to \$300.00 in professional development funding. Faculty may receive this award no more than once every two years. Faculty are eligible to mentor up to three Kilmer Apprentices in any given year. In order to encourage more student participation, each new student may only be counted once by one faculty member towards the faculty incentive goal.*

---

Office Use Only:

Received by \_\_\_\_\_ on \_\_\_\_\_

Purchase completed or Reimbursement processed on \_\_\_\_\_

Total Amount Expended to Date on this project by student \_\_\_\_\_

Total Funding Balance remaining for this project \_\_\_\_\_