UNIVERSITY OF PUGET SOUND
LANTZ SABBATICAL ENHANCEMENT AWARD
MARTIN NELSON AWARD FOR SUMMER RESEARCH OR STUDY

BUDGET PROPOSAL
If the application due date falls on a Saturday or Sunday, the application is due by 12:00 pm the Monday immediately following the due date.

Attach an explanation of any items which need clarification.

Summer Salary (Martin Nelson Only) $___________
Transportation $___________
  Airfare $___________
  Local Transportation $___________
  Auto miles _____ at $0.555 / mile $___________
Lodging $___________
Meals $___________
Other Expenses (Itemized) $___________
________________________________________________________________________ $___________
________________________________________________________________________ $___________
________________________________________________________________________ $___________
________________________________________________________________________ $___________
________________________________________________________________________ $___________
________________________________________________________________________ $___________
Total Requested $___________

It is imperative that you maintain good records of all expense items. Retain all receipts and use a daily log book to record cash outlays. Requests for reimbursement should be in writing, specifying clearly the date, the purpose of the expenditure and the amount to be reimbursed. Have all original receipts and/or the daily log attached. Submit requests for reimbursement to Accounting and Budget Services.

Rev. 7/13