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 Award only) $____________
Transportation $____________
    Airfare $___________
    Local Transportation $___________
    Auto miles _____ at $0.545 / mile $___________
Lodging $____________
Meals $____________
Other Expenses (Itemized) $____________
    ______________________________________ $___________
    ______________________________________ $___________
    ______________________________________ $___________
    ______________________________________ $___________
    ______________________________________ $___________
    ______________________________________ $___________
Total Requested $____________

It is important to maintain good records of all expense items. Please retain all receipts and use a daily log book to record cash outlays. Requests for reimbursement should be in writing, indicating the date, purpose of the expenditure, and amount to be reimbursed, with original receipts and/or the daily log attached. Submit requests for reimbursement to Office of Finance.

July 2021