

**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.