

School of Social Science Member Research Fund Account

Each Member in the School of Social Science has an allowance of \$800 for reimbursement of research-related expenses. Reimbursement requests may be made throughout the term for legitimate research expenses such as:

- books (and shipping them home)
- recording, transcription, translation, illustration, editorial, and research assistance services
- equipment to be used for research purposes, e.g., tablets, laptops, recording devices (but not cell phones)
- research-related software, cloud storage, etc.

Please note that funds cannot be used for travel or conference fees.

Fall term receipts are due by December 15.

Spring term receipts are due no later than June 1.

Costs incurred for long-distance calls from a Member's office phones are deducted from their research fund.

To request reimbursement, complete and email this form, along with digital copies of your receipts, to the School's Administrative Officer, Miriam Harris (mharris@ias.edu).

REIMBURSEMENT CLAIM

Name _____ Date _____

Purpose _____ Amount _____

Signed _____

Approved by _____