

School of Social Science Member Research Fund Account

The School of Social Science allocates \$800 to each Member for professional charges incurred during the academic year. Charges for long-distance telephone calls from your office are tracked internally and automatically deducted from your fund. You may also request reimbursement for legitimate research expenses such as purchase of books, having translations or illustrations done, editorial support, recording, purchase of computer software, etc.

All receipts must be submitted by June 15; reimbursements cannot be sought after the end of the fiscal year in which you are in residence at the Institute.

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

To request reimbursement, submit this form, accompanied by your receipts, to the School’s Administrative Officer, Miriam Harris, who maintains the research accounts.

Reimbursement Claim

Name _____

Date _____

Purpose _____

Amount _____

Signed _____

Approved by _____