

GRADUATE STUDENT RESEARCH EXPENSE REIMBURSEMENT REQUEST FORM

Guidelines

Purpose: The Faculty of Education Graduate Student Research Fund has been established to provide research-intensive graduate students with support to fund direct research expenses for their thesis.

Amount: Maximum **\$800** for PhD students and **\$600** for MA students over the course of their degree program. **Note that this funding should be used for stand-alone research costs not covered by the supervisor's research grants.** Eligible claims will be accepted until the fund is exhausted for the fiscal year.

Eligibility: Funds are available to MA and PhD students active and in good standing in a thesis-based program.

Eligible Research Expenses:

- Research study participant honoraria
- Materials and supplies
- Printing
- Equipment
- Professional transcription and/or translation services
- Software
- Travel to collect data

All expenses must be aligned with faculty and university policies.

Ineligible Research Expenses:

- Professional development
- Training
- Memberships
- Conference registration/travel
- Working from home costs such as hydro/utility/internet
- Furniture
- Tuition
- Salaries
- Publication/open access fees

Research Expense Reimbursement:

Step 1: Eligible students request reimbursement for their direct research expenses by submitting this expense reimbursement request form with copies of receipts (PDF or image files) attached to the Faculty of Education Research Office (edu-researchoffice@uwo.ca) within **fifty (50) days** of purchase.

Step 2: The Research Office will review the request to ensure it meets the eligibility guidelines, and, if approved, the applicant will be contacted (cc to supervisor) with the information required to file their online expense claim (speed code and account code). Applicants whose expense claims have not been approved will be notified by email explaining the decision.

Step 3: Expense claims for approved reimbursement requests must be submitted through [Western online expense reimbursement system](#) within **sixty (60) days** of purchase.

Questions: contact edu-researchoffice@uwo.ca

GRADUATE STUDENT RESEARCH EXPENSE REIMBURSEMENT REQUEST FORM

Name:

Western Email address:

Program & Year:

Supervisor:

RESEARCH EXPENSES

Description	Date Purchased	Amount
Research Study Participant Honoraria		
Materials and Supplies		
Equipment		
Professional Transcription/Translation		
Software		
Travel to Collect Data		
GRAND TOTAL		

Student Signature:

Date:

Supervisor Signature:

Date: