

Supplies Purchase Policy

Faculty, staff, and students associated with the Honors College may use the Honors College Research & Development Funding Request form to request funding for materials and supplies for research or professional development purposes.

If those who receive funding pre-approval from the Honors College Director wish to personally make purchases, they may apply for reimbursement from the Honors College in keeping with university policies. The Honors College is not responsible for individual or departmental expenses that are incurred without pre-approval from the Honors College.

If those who receive funding pre-approval from the Honors College Director wish to make purchases through their home department, they may request that the Honors College complete a departmental budget transfer request in order to transfer pre-approved funds to the relevant department. The individual will be responsible for providing proper documentation to the Honors College before any transfer request may be submitted.

As a publicly funded university, Missouri State University cannot reimburse individuals or departments for Missouri sales taxes incurred.

Travel Funding Policy

Faculty, staff, and students associated with the Honors College may use the Honors College Research & Development Funding Request form to request travel funding for academic or professional development. Those who receive travel funding pre-approval from the Honors College Director must make an appointment in the Honors College office and book their own national and international airline flights, rental cars, hotel stays, and conference registration fees. These charges may be placed upon Honors College procurement cards in keeping with university policies. Honors College staff will provide payment for travel during the appointment. If those who receive travel funding pre-approval from the Honors College Director wish to make travel arrangements through their home department, they may request that the Honors College complete a departmental budget transfer request form in order to transfer pre-approved funds to the relevant department. The individual will be responsible for providing proper documentation to the Honors College before any transfer request may be submitted. If those who receive travel funding pre-approval from the Honors College Director wish to personally make travel arrangements, they may apply for reimbursement from the Honors College in keeping with university policies. The Honors College is not responsible for individual or departmental expenses that are incurred without pre-approval from the Honors College.

Faculty, staff, and students traveling within the state of Missouri who receive travel funding pre-approval from the Honors College Director may only request reimbursement from the Honors College for airline flights, rental cars, hotel stays, and conference registration fees. Honors College procurement cards may not be used for expenses within the state of Missouri due to the university's tax-exempt status.

Instructions for Completing Honors College Research and Development Funding Request

- 1) Name: The person completing the form must be the person hoping to receive the payment. If it is for reimbursement, the person that paid initially must fill out the form.
- 2) Please let us know the method of payment used if you are asking for reimbursement. How did you pay for this? Some pay personally while others pay with departmental P-Cards. This will help us determine the appropriate method of payment.
- 3) Check Box for News and Recruitment Communications: Please check the box at the bottom if you consent with Honors College using this experience for merit articles, news, social media spotlights, and the like.

RESEARCH AND DEVELOPMENT FUNDING REQUEST

Missouri State University
Honors College

Name: _____ Date: _____

M#: _____ Email: _____ Phone: _____

Check one: Faculty Staff Student

Semester and year (ex. FA18): _____ Amount requested: _____

Fund type (check one): Travel Service Other: _____

How did you pay for this? (if applying for reimbursement) Personal Payment Departmental Payment
Other:

Project description:

Please describe what the funds will be used for:

Remember this is a funding request. Funding awards are granted with the approval of the Director of the Honors College. Please attach all receipts and supporting documentation upon submission of this form if you are applying for reimbursement.

Requestor's signature: _____

Project Director (if applicable): _____

Honors College Dir./ Asst. Dir. _____

Action: _____ Date: _____

By checking this box, you agree that the Honors College can use this content for news and recruitment communications.