

# WVU AT PARKERSBURG FOUNDATION

(Submit to the Foundation Office Only)

## Faculty Development Grant EXPENSE REPORT FOR REIMBURSEMENT

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Project Funded: \_\_\_\_\_

Amount Funded: \_\_\_\_\_

Date Project Funded: \_\_\_\_\_

Date of Project Completion: \_\_\_\_\_

Did you receive a Travel Advance from the Foundation?  Yes or  No (please select one)

How much did you receive for your travel advance? \$ \_\_\_\_\_

**Expenses:** [Please be sure to include original receipts for expenses (airfare, lodging, conference/course registration, etc.) with this final expense report. In determining meal reimbursement, use your actual amount spent not to exceed the daily federal per diem or otherwise provide meal receipts with this expense report. Contact Vickie Yencha at ext. 217 to determine the per diem for your trip.]

	Travel & Training Mileage Beg.						
	Mileage End	Parking & Tolls	Airfare	Lodging	Meals	Course or Conference Registration	Misc. (e.g. parking, fares, & other expenses, etc.)
DATE	Total	Tolls	Airfare	Lodging	Meals	Registration	
<b>Subtotal</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
				<b>Total Reimbursement Due (minus Travel Advance) \$ _____</b>			

I certify that these costs incurred were in connection with my funded project are true, accurate and actual and do not reflect any costs or expenses reimbursed or to be reimbursed from any other source.

Requestor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval Supervisor /Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

For more information, please contact the Foundation Office by calling 304.424.8340 or email: [wwupfoundinfo@mail.wvu.edu](mailto:wwupfoundinfo@mail.wvu.edu)



**FOUNDATION**  
FOSTERING EXCELLENCE

WVU at Parkersburg

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(Please be sure both lines are signed on the form or your reimbursement could be delayed until the next month's cycle.)