

Faculty Expenses for Honors Program

Travel expenses incurred while hosting the **Outside Examiner** must be reported on the **Bates College Travel Expense Report** available at:

<http://www.bates.edu/accounting/>

Please be sure that the following information is listed:

Fund: 0010 Org: 2052

Candidate's Name

Outside Examiner's Name

Names of people who attended meals

Meals

Only expenses for the Outside Examiner and ONE Faculty member acting as designated host at each meal will be reimbursed. Please provide a receipt for each meal and the names of those attending the meal.

Celebratory Meal

Faculty expenses incurred while hosting the **celebratory meal** must be reported on the **Payment Request Form** available at:

<http://www.bates.edu/accounting/>

Please be sure that the following information is listed:

Fund: 0010 Org: 2052

Candidate's Name

Outside Examiner's Name

Names of people who attended meals

\$75.00 will be allotted for each Honors student, to cover the student and Bates faculty directly involved in the Honors Program as advisors or examining panel members. Another \$25.00 will be allotted IF the Outside Examiner attends. Any additional amount must either be paid by the department/program, with prior permission of the appropriate Chair.

Original receipts MUST be included for reimbursement

Submit forms by May 16, 2014 to Academic Services, 7 Lane Hall