

2021 -2022 Bates College Honors Program

Receipts **MUST** be included for reimbursement
Forms must be submitted by Friday, May 4, 2022 to
the Academic Administrative Assistant for the appropriate academic unit.

Department:	Date:		
Examiner:	Social Security #:		
Home Address:			
Student (s) evaluated:			
Travel Expenses Incurred by the Outside Examiner			
Airfare:	From:	To:	\$
Mileage:	# Miles:	@.56¢ per mile or Bates given rate	\$
Other Transportation:	From:	To:	\$
Parking:	Location:	# Days:	\$
Tolls:	From:	To:	\$
Hotel:	Name:	# Nights:	\$
Meals:			\$

PLEASE NOTE: Performance-based Honorariums will be evenly split with one half remitted after the oral evaluation of the performance and the other half after the oral examination of the written thesis. Travel expenses will be reimbursed at the time they are incurred.

Total Honorarium (\$250 each)		\$
FOR OFFICE USE: Fund/Org #: 0010-2052 Activity #: 20040	Total Travel Expenses	\$
	Total Meal Expenses	\$
	TOTAL Reimbursement Due	\$
Honors Program Approver Signature _____		Outside Examiner Signature _____