



CCB LAPTOP/RESEARCH ALLOWANCE PROGRAM

Incoming graduate students have the option to be reimbursed for (1) the purchase of a computer and/or research-related software -OR- (2) the cost of attending one research-related conference. These funds would need to be used by the end of the G4 year. Note that funds may not be used in both categories. Receipts will be required, and this one-time reimbursement is limited to \$1,200.

This form should be returned to Kathy Oakley, Mallinckrodt 132.

Name: _____ Email: _____

HUID#: _____ Research Group _____
(if applicable)

I will use these funds for:

_____ Computer/Software Purchase

(Any research-related software must be purchased within 30 days of the original computer purchase to be eligible for reimbursement.)

_____ Research Conference

Name of Conference _____

Dates of Conference _____

Estimated Costs

Travel _____ Lodging _____ Registration Fees _____ Meals _____

Other _____

Student Signature

Please see Kathy Oakley for reimbursement information. Receipts must be provided within 30 days of the purchase. Note that, due to federal tax law, this allowance is considered taxable income and should be reported on any state or federal income taxes.

Under special circumstances, these funds may be awarded in advance with a detailed price quote, in which case receipts would need to be provided within 30 days of the date the funds are issued or the funds would need to be returned.