

Senior Honors Project (SHP) Fund Resource and Purchase Request Guidelines

The University Honors Program will be providing support to honors students for the fall 2003 and spring 2004 semesters, as they complete their Senior Honors Projects. This funding is generously provided through Instructionally Related Activities and is subject to the State of California spending protocol.

Each honors students will have up to \$100 available to use towards their projects. These funds may be used for a variety of expenses related to your project, including lab supplies, printing of materials for distribution (i.e., questionnaires or surveys), color copies, videotapes, film development, and many expenses related to travel (i.e., to interview people or view a special exhibit). If there is uncertainty whether the SHP Fund can cover a particular item, please complete a form or contact Ryan Alcántara (278-7444 or ralcantara@fullerton.edu) to verify. It will not hurt to place an inquiry.

How Do I Ensure That My Expenses Will Be Covered?

1. Have expenses approved prior to purchasing anything.
2. KEEP ALL RECEIPTS!
3. Plan in advance. Submit your request at least three weeks before you need your item. (Orders or reimbursements may be available sooner, but count on a three week turn around.)

The SHP Fund may not be able to accommodate all expenses that you incur in developing and completing your Senior Honors Project. Further, not all types of expenses may be funded and others may have spending caps. The best guide is to have expenses approved prior to ordering or purchasing them. Although items can be reimbursed, it is not advisable, as out of pocket expenses may not be covered if the expense is not approved.

SHP Fund Resource and Purchase forms are available in the University Honors & Scholars Center and online at www.fullerton.edu/honors/project.htm