

FINAL REPORT for STUDENT RESEARCH FUNDS

DOWNLOAD AND SAVE FORM TO DESKTOP BEFORE ENTERING INFORMATION

Recipients of Student Research Funds will use this form for all transactions; no commitments may be made directly. This requisition for payment must be submitted to Rene Munoz, McNairy500, one week after your activity/trip along with receipts for registrations, admissions, airline/train tickets, tolls and vehicle rentals.

Submit this form with [Direct Payment Request](#) and/or [Travel Request](#) **and** [Travel Expense Voucher](#) to Dr. Munoz, McNairy500. All forms available on MU Purchasing website.

Student Research Award Program

Enter Amount of Award

Date of Award

Awardee Name

Sponsor Name

Others Involved (names)

ONE FORM PER PAYEE

Date of Request

Individual Making Request

Organization

Date of Activity

Fund/Cost Center

Name of Payee

Local Address

M#

Phone

Check Amount Requested

Email

Location of Event

Date(s) of Travel

Justification of Travel

Final Report of Expenditures

List items separately and attach order forms, brochure, original receipts, etc.

Tuition _____

Admissions/Registrations _____

Equipment/Supplies _____

MU Vehicle Use/Mileage _____

Other _____

Other _____

TOTAL EXPENSES
AMOUNT OF GRANT
AMOUNT REQUESTED

Signature of Person Making Request

Date

Dr. René Muñoz, Office of Sponsored Programs

Date