

AY24 St. Mary's Project (SMP) and Capstone Budget Request Form

Name: _____ SMCM ID: _____

Email Address: _____ Phone: _____

Mailing Address: _____

SMP Mentor: _____ Program: _____

Project Title: _____

Funding Categories			
Travel	Contractual Services	Supplies	Equipment
<ul style="list-style-type: none"> • Travel costs associated with doing the project; this does not allow for travel related to a presentation of SMP/Capstone off-campus • Allowable expenses: Mileage & toll costs for personal vehicle; parking, hotel, commercial transportation 	<ul style="list-style-type: none"> • Examples include copying costs (for on campus photocopying, use \$.10 per page); printing, advertising, transcribing, subject fees, etc. 	<ul style="list-style-type: none"> • Valued under \$100/each • Consumable materials needed to complete project • Examples include paper, paint and other art supplies, laboratory supplies, research animals, specialized books or manuals, etc. 	<ul style="list-style-type: none"> • Valued over \$100/each • Durable/will last beyond project • Becomes property of SMCM at the conclusion of the project

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Budget Request			
Item	Funding Category	Rationale/need for project	Amount

TOTAL REQUESTED: _____

Required Signatures:

_____ Student
Date

_____ Mentor
Date

_____ Program Chair
Date

Department Chairs- Retain this form for *your* records.