



REQUEST FOR FUNDING FOR COURSE-RELATED ACTIVITIES

Gallatin provides funding for a variety of academic activities, including entrance fees to museums, tickets for performances, or the purchase of materials related to your course. Instructors may request up to a maximum of \$10 per person, except in the case of theatre tickets which are typically more than \$10 and for which some additional funding may be available. This funding is not available for non-classroom courses such as independent studies and tutorials, and it may not be used to purchase alcoholic beverages for class events or outings.

If you would like to plan an outing or need instructional materials, please submit this form to Mary Witty, director of faculty affairs, at least 2 weeks prior to the event date. If your request is approved, you will receive a set of guidelines that detail the type of documentation necessary for reimbursement. You should pay for the event (or materials) and then submit your original itemized receipts and whatever other documentation is necessary to Sean Roschman. Once you submit all relevant receipts, the data will be entered in NYU's Accounts Payable Workflow System. You will receive an email from Workflow that will require you to approve the reimbursement; this is essentially your 'e-signature.' Please note that this email will only be sent to your NYU email account and cannot be opened through an email forwarding system.

You can expect reimbursement by mail approximately two to three weeks after the date of submitting your receipts. In some cases, Gallatin may be able to fund your request in advance; if you are dealing with a business or organization that can provide an invoice and a tax id number, Gallatin can arrange to have a check issued. Please submit the invoice at least three weeks prior to the event.

NAME _____ **UNIV ID N** _____

HOME ADDRESS _____ **EMAIL ADDRESS** _____

_____ **NUMBER OF STUDENTS IN YOUR COURSE** _____

PHONE NUMBER _____ **COURSE NUMBER** _____

COURSE TITLE _____

HAVE YOU REQUESTED FUNDING FOR OTHER EVENTS IN THIS COURSE? YES NO

IF YES, HOW MUCH DID YOU REQUEST: _____

PLEASE TELL US WHAT YOU WOULD LIKE FUNDING FOR, AND PLEASE BE AS SPECIFIC AS POSSIBLE:

TOTAL FUNDS REQUESTED: _____

APPROVAL SIGNATURE

Faculty Affair Director's Signature

Date

AMOUNT APPROVED: _____

ACCOUNTS PAYABLE COPY FACULTY AFFAIRS COPY INSTRUCTOR COPY