

# KELLY-DOUGLAS FUND

## REQUEST FOR REIMBURSEMENT

Please complete this form and submit with appropriate receipts to Veronica Vivas at [vvivas@mit.edu](mailto:vvivas@mit.edu).

Awardee Name: \_\_\_\_\_

MIT ID #: \_\_\_\_\_

Email: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Type of Award:     Research Grant     Teaching Grant     Traveling Fellowship

Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. A detailed receipt must be received for all expenses to be reimbursed.
2. Please submit a PDF consisting of this form and of each of your receipts. Digital images of receipts (scans or cell-phone photos) must be 300 dpi or lower.
3. Please list expenses for which you are requesting reimbursement as follows:

Description of Expense		Date	Amount
Air Travel Receipts and Boarding Passes Required	From/To		
Other Transportation			
Meal(s)	Breakfast / Lunch / Dinner		
Other			
Other			
Other			