

NSF Graduate Research Fellowship Program

Expenditure Approval Request

This section should be completed by the NSF Fellow for each expense (Excluding - Stipend and Tuition). It needs to be completed with approval signatures, prior to the expenditure being made.

Operating Unit (R011XXXX): _____ Date: _____

NSF Fellow Name (Student): _____ Amount: _____

Description of expense: _____

College & Department Section:

NSF awards a "Cost of Education" (COE) allowance to BYU for each year the fellow is on tenure status. This COE allowance must first be used for Tuition and Required Fees for the full academic year. Then, it can be used to reimburse the student for health insurance. Finally, it can be used for items required for all students participating in the academic program that the Fellow is pursuing. Examples: Books, computer or tablet. No research expenditures are allowed as COE.

* **Was/Will all tuition be paid from this fellowship account?**

Yes No

* **Was/Will all health insurance be reimbursed from this fellowship account?**

Yes No

* **Is the charge requested above required for all students in the fellow's academic program?**

Yes No

All three questions must be answered **YES** in order to approve this form.

Approval Signatures:

Department Financial Contact: _____ Date: _____

Faculty Mentor: _____ Date: _____

Department Chair: _____ Date: _____

Dean or Associate Dean: _____ Date: _____

When approval signatures have been obtained, send this form to preston_back@byu.edu for final approval. After final approval the purchase can be made and submitted with a copy of all receipts for reimbursement to the same email.