BYRNE SCHOLARS
Funding request

To request the use of your **Byrne Scholar** funds submit the following via email to the Byrne Advisors: Sergi Elizalde, with a CC to Tracy Moloney.

Sergi Elizalde  [Sergi.Elizalde@dartmouth.edu](mailto:Sergi.Elizalde@dartmouth.edu)  
Tracy F. Moloney  [Tracy.F.Moloney@Dartmouth.edu](mailto:Tracy.F.Moloney@Dartmouth.edu)

Funds can be requested for a variety of uses:
- travel to conferences/workshops/training
- books for research
- software for research
- memberships
- subscriptions
- other

Anything can be considered within reason and with proper justification. **All expenses must be approved by the Byrne Advisors** prior to purchasing by submitting a detailed budget as outlined on the next page.

How do you use these funds and how to you get reimbursed? There are several options depending on the type of expense.
- Non-travel items can be purchased by the scholar and a reimbursement submitted or the items can be purchased with a department purchasing card.
- Travel expenses
  - airfare can be booked directly through the college travel office Travel Leaders or paid directly by you. If you want to book through Travel Leaders Tracy Moloney will need to notify them first with the billing information. If you use your own funds reimbursement can be made once the trip is completed.
  - registration fees can be paid by you or with department purchasing card.
  - lodging, ground transportation, meals, and other travel expenses will be paid by traveler and submitted for reimbursement.
- Travel expenses paid by the scholar will be reimbursed after the trip is complete and proper receipts are submitted.

Tracy Moloney in 104C will process reimbursements.
Email this request to Byrne Advisors: Sergi Elizalde and Tracy Moloney

Sergi Elizalde Sergi.Elizalde@dartmouth.edu
Tracy F. Moloney Tracy.F.Moloney@Dartmouth.edu

Request for Byrne Scholar Funds

Date: Dartmouth ID:

Name: HB:

Home mailing address:

Purpose:

Amount requested for non-travel expenses: $

Proposed budget for travel expenses:

Airfare:

Lodging:

Registration Fees:

Dartmouth Coach:

Other transportation:

Meals:

Misc:

Estimated budget: $

All receipts must show a form of payment. Meal receipts must include the detailed transaction slip as well as the receipt page when applicable.