Landscape Architecture & Environmental Planning
Graduate Student (MLA Only)
Thesis Research Funding Approval Application

Thesis instructor approval is required if you would like to be reimbursed for money spent only towards your thesis research. Please complete the following and upload to https://goo.gl/forms/QIs768JZ0SsPhNum1

Select ONE of the following which applies to your funding needs:

☐ Thesis   ☐ Pursue Final Studio Option

☐ International workshop offered by another department OR supplement expenses on a Farrand sponsored International workshop

▸ The maximum award amount is **$500 – no exceptions**

▸ As these are reimbursable expenses, receipts, abstract, and a brief budget description are required and will need to be scanned and submitted by the student to the ERSO Intranet for payment after receiving departmental approval and/or completed date(s) of travel.

Name

_____   **SID No** _____
  last   *first*

Local Address _____
          street   *city/state*   *zip*

Phone No. (   ) _____   **E-mail** _____

Amount Requested (**maximum $500**): $ _____

_____
Applicant Signature   Date

_____
Thesis Instructor Signature   Date

_____
Chair of Applicant's Thesis Committee   Date

ERSO Intranet Guide:
http://www.erso.berkeley.edu/secure/purchasing/reference/IntranetGuideSubReqRequesterDeptFac.pdf
Submit ERSO Request: http://www.erso.berkeley.edu

- Click "Intranet" on left side and login with your Calnet ID
- PI/Center or Department: "CED-LAEP"
- Mileage, airfare, other transportation: *Travel Payment Request*
- Supplies relating to research: *Supply Reimbursements*
- **MUST upload <u>receipts, abstract, and brief budget description</u>** after clicking "submit request" for each reimbursement request or else request will be denied

STAFF USE ONLY
Approved/Denied   Date   Amount

December 18, 2015