 **SMU Master Physics Teacher Certificate**

**Mini-Grant Expenses Claim Form**

Complete and give to your MPTC instructor (who should forward it to Dr. Dalley). SMU’s finance office will typically process this and mail you a check within one month. Failure to provide all the information asked for will cause a delay. You can make more than one claim at different times but, if possible, do it all together to save admin burden on us ☺

Participants in the MPTC modules may be reimbursed up to $150 for each module taken (or $500 if completing all three modules) for physics instructional items purchased in connection with the course such as textbooks, lab equipment, DVDs, etc. Incidental expenses such as food, parking fees, transportation costs to SMU, etc. are not eligible for reimbursement.

The following items must be included with each claim:

* A current W-9 form.

The latest form can be obtained from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

* For each group of items that are related, on a copy of this form type below the total cost and a few sentences describing what the purchased items are and how they will be used. (Highlight the relevant items on the receipts if they include other unrelated purchases.) Attach the original receipts to this page. If a personal credit card was used, include a copy of the credit card statement with your name, address and the purchase(s) highlighted - other personal information can be redacted.
* Complete a copy of this form for each group of related items purchased and follow the previous instructions.

Total Cost of Items:

Brief description of items and their use: