**Course Expense Budget Request**

*Please return to* *gened@fas.harvard.edu*

|  |  |
| --- | --- |
| **Course Number & Title** | **Term & Year** |
|  |  |
| **Instructor** |
|  |
| **E-mail** | **Phone** | **Date Submitted** |
|  |  |  |

**Please indicate the type(s) of expenses your course is expected to incur along with a description and justification:**

[ ]  **Research Assistance** *(graduate students are usually paid $18/hour)*

 [ ]  One-time expense for course development

 **Itemized Description and Justification of Research Assistance Expense(s):**

|  |
| --- |
| (Enter text here. Press tab to create a new row.) |

 **TOTAL:** Click here to enter text.

[ ]  **Materials/Supplies**

 Check all that apply (if both types are requested, please differentiate in description):

 [ ]  Annual expenses [ ]  One-time expenses for course development

 **Itemized Description and Justification of Materials/Supplies Expense(s)**

|  |
| --- |
| (Enter text here. Press tab to create a new row.) |

 **TOTAL:** Click here to enter text.

[ ]  **Guest Speaker(s)** *(additional information that must be sent to guest speakers can be found* [*here*](http://www.generaleducation.fas.harvard.edu/icb/icb.do?keyword=k37826&tabgroupid=icb.tabgroup87222)*)*

 Check all that apply (if both types are requested, please differentiate in description):

 [ ]  Annual expense [ ]  One-time opportunity

 **Itemized** **Description and Justification of Guest Speaker Expense(s)**

|  |
| --- |
| (Enter text here. Press tab to create a new row.) |

 **TOTAL:** Click here to enter text.

[ ]  **Field Trip(s)** *(each student must submit a signed waiver form, which you can find* [*here*](http://isites.harvard.edu/fs/docs/icb.topic721358.files/Domestic%20Field%20Trip%20Waiver%20Form.pdf)*)*

 Check all that apply (if both types are requested, please differentiate in description):

 [ ]  Annual expense [ ]  One-time opportunity

 **Itemized Description and Justification of Field Trip Expense(s)**

|  |
| --- |
| (Enter text here. Press tab to create a new row.) |

 **TOTAL:** Click here to enter text.

[ ]  **Other**, please specify: Click here to enter text.

**GRAND TOTAL:** Click here to enter text.

Once your budget has been approved, your course coordinator can assist with making the appropriate arrangements and purchases:

|  |  |
| --- | --- |
| **Course Category** | **Course Coordinator** |
| Aesthetic and Interpretive Understanding (AI)Culture and Belief (CB) | Douglas Woodhousedouglas\_woodhouse@harvard.edu617-495-5027 |
| Empirical and Mathematical Reasoning (EMR)Science of Living Systems (SLS)Science of the Physical Universe (SPU) | Karen Galvezkarengalvez@fas.harvard.edu 617-496-0249 |
| Ethical Reasoning (ER)Societies of the World (SW)United States in the World (US/W) | Jeffrey Hayesjhayes@fas.harvard.edu 617-496-9709 |