

SUBCOMMITTEE ON HONORS AND INDEPENDENT PROGRAMS

Nancy Kershaw Tomlinson Memorial Fund Reimbursement Form

PLEASE COMPLETE AND SUBMIT THIS FORM TO HONORS@SMITH.EDU OR IN PERSON TO COLLEGE HALL 101
SUPPORT CANNOT BE GUARANTEED IF THIS FORM IS NOT ON FILE.

Funds for a departmental honors project awarded through the Tomlinson Fund are available **only** as reimbursements, upon receipt of original receipts, and are transmitted in **one of two ways**:

- 1) through direct transfer to the account of the student's major department or program
- 2) through direct deposit into the student's personal bank account

PLEASE NOTE THAT ONLY ONE OF THESE OPTIONS IS POSSIBLE.

1) If you choose to have the funds **transferred directly to the account of your major department/program**, you must first consult the **administrative assistant** of that department/program, who will provide the necessary information and sign this form.

2) If you choose to have the funds **deposited directly into your personal bank account**, you must complete a "Direct Deposit Authorization Form" (available the [controller's webpage](#)) and take it to the Payroll Office, College Hall 204 (second floor), together with *either* a voided blank check (for deposit to a checking account) *or* the routing number, account number and the type of account (for all other personal accounts except checking). The Payroll Office is open Monday through Friday from 8:30 a.m.– 4:30 p.m. **The process to establish a direct deposit arrangement into a personal account may take approximately ten working days.** Confirmation from the payroll office will be sent via email when the amount of payment has left the Smith College account.

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PLEASE COMPLETE THIS FORM AND RETURN IT TO COLLEGE HALL 101

I, _____, have been granted \$_____ from the Nancy Kershaw Tomlinson Memorial Fund to assist with the research expenses incurred by my departmental honors project.

Please check **only ONE OPTION**:

#1_____ I have made arrangements with _____, the administrative assistant of my major department/program to provide a list of all expenses with receipts. **I understand that any books, equipment or supplies remain the property of Smith College and must be returned by April 15th.**

My major or department is: _____. The numbers required for the transfer of funds upon receipt of the itemized list of all expenses with original receipts are:

Cost Center Number: CC-_____ Spend Category: _____ Activity Code: _____

Signature of administrative assistant _____

#2_____ I already have direct deposit. I acknowledge that reimbursement will be made upon receipt of an itemized list of all my expenses (on a separate sheet of paper) with original receipts attached to be sent to honors@smith.edu. I understand that any books, equipment or supplies **remain the property of Smith College and must be returned to the Senior Class Dean by April 15th.**

Signature of Student

99 Number

Smith Email

Date

Campus Unit #