



De La Salle University
Office of the Controller – Accounting and Finance Services

SUMMARY OF RESEARCH EXPENSES FOR REIMBURSEMENT
FOR THE PERIOD COVERED _____

EXPENSES	PAGE NUMBER	AMOUNT	PERCENTAGE TO TOTAL
1. Food (not to exceed 25% of total reimbursement)			
2. Transportation			
3. Communication (not to exceed 20% of total reimbursement)			
4. Accommodation			
5. Supplies and materials			
6. Equipment			
Total			

Submitted by:

Signature over printed name