



**De La Salle University**  
**Office of the Controller – Science Foundation Office**

**SUMMARY OF RESEARCH EXPENSES FOR REIMBURSEMENT**  
FOR THE PERIOD COVERED \_\_\_\_\_

<b>EXPENSES</b>	<b>PAGE NUMBER</b>	<b>AMOUNT</b>	<b>% of TOTAL</b>
1. Food (not to exceed 25% of total reimbursement)			
2. Transportation (50%)			
3. Communication (not to exceed 20% of total reimbursement)			
4. Accommodation (100%)			
5. Supplies and materials (100%)			
6. Equipment (100%)			
<b>Total</b>			

\* For ISI and Scopus Indexed Journal Publications / Abstracted/Indexed Publications

\*\* Travel Subsidy (Receipts for food, transportation, and accommodation)

Submitted by:

\_\_\_\_\_  
Signature over printed name