



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

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

<b>EXPENSES</b>	<b>PAGE NUMBER</b>	<b>AMOUNT</b>	<b>PERCENTAGE TO TOTAL</b>
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			
<b>Total</b>			

Submitted by:

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