

**LEHIGH UNIVERSITY PAYROLL OFFICE**

**524 Brodhead Avenue, Extension 82900**

**FACULTY ADDITIONAL COMPENSATION - LEHIGH SLOAN FOUNDATION SUPPORT**

Instructions:

Lehigh Sloan Research Grants are intended to help untenured faculty members sustain research productivity while caring for a newborn or adopted child, or other family member. Faculty will be able to use these grants in ways they determine to be most useful—travel for research or conferences; computer equipment; research assistance; photocopies, microfilm, and other research materials; daycare; or housekeeping. Eligible expenses include child or adult care through a licensed day care provider and housekeeping services provided by a cleaning services company. This form must be submitted when requesting reimbursement for day care or housekeeping expenses.

Please attach receipts to this form, have it properly authorized and forward it to the Payroll Office. All reimbursements will be treated as taxable compensation and will be included in your next regular paycheck following receipt of the form by the Payroll Office.

Name:

LIN (Lehigh ID Number):

Description of Expense to be Reimbursed:

Daycare reimbursement

Housekeeping reimbursement

Attach receipts to all reimbursement requests

Dates of Expenditures:

Banner Index (Account) Number:

I certify that I will not be submitting these expenses for reimbursement via any Flexible Spending Account Program.

Faculty signature:

Total Amount of Reimbursement Request:

**Approvals Required:**

Dept Chair:

Academic Dean:

Provost's Office:

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