



UNIVERSITY OF CAPE TOWN

School of Management Studies

RECLAIMING EXPENSES: HONOURS THESES/PROJECTS

Students who submit an honours thesis/project in their special field are entitled to reclaim **reasonable** expenses incurred in undertaking the research. Examples of approved expenses are; printing costs of the document you submit, petrol costs in the case of fieldwork or visiting companies, etc.

In submitting claims for expenditure, students should note the following:

1. The cost of typing is not refundable.
2. The cost of "data capture" is not refundable.
3. If the cost of books is being reclaimed the books must be lodged with the School.
4. If the project was either sponsored or undertaken on behalf of a company a contact name and the amount of the sponsorship must be provided when claiming. This will be deducted from the claim.
5. All expenditure must be itemised and **accompanied by receipts**.
7. Funds awarded to the School for refunding honours project expenses are limited so it is likely that large claims will not be met in full.
8. Claims must be handed to Ms Falala, 5.41 Leslie Commerce Building, before 30 October for assessment. Thereafter students are responsible for collecting their refund documentation from Ms Falala from 29 October – 27 November. Refunds have to be collected from Ms Margie Buys, room 3.01 Leslie Commerce Building before 27th November 2009.

Dr Shannon Kendal
Head of Department

EXPENDITURE INCURRED IN THE COMPLETION OF THESE

PLEASE PRINT CLEARLY.

1 (i) NAME _____ STUDENT NO: _____

(ii) NAME _____ STUDENT NO: _____

(iii) NAME _____ STUDENT NO: _____

(iv) NAME _____ STUDENT NO: _____

(v) NAME _____ STUDENT NO: _____

(vi) NAME _____ STUDENT NO: _____

2. CONTACT PERSON: _____

EMAIL: _____ TEL: _____

3. STREAM _____

4. TITLE OF THESIS _____

5. IS THE COMPANY PAYING FOR THE COST OF RESEARCH

YES

NO

6. IF BEING SPONSORED, STATE:

COMPANY _____

CONTACT NAME _____

TERMS OF SPONSORSHIP _____

7. STATE COSTS INCURRED FOR INDIVIDUAL ITEMS (**attach proof of payment ; original slips**)