

**Fusch Fund** The Fusch Fund, established by Richard Alexander (OWU '82) and other alumni in Honor of Dr. Richard Fusch, is intended to enhance the experiences of Geography, Environmental Studies, and Urban Studies students at Ohio Wesleyan. The fund is for costs related to fieldwork, research, and related activities. Specifically:

1. For student and faculty research with a field component. This may include field experiences in upper-level courses with research foci. Student research should be supervised by a Geography faculty member.
2. For travel expenses for students to attend geographic conferences and meetings. Student must have a C or better in all classes the semester the travel will occur.
3. For bringing outside speakers to campus for lectures on topics relating to Geography, Environmental Studies, or Urban Studies.

**Students: please talk to a Geography faculty member before you apply for funds (or spend money).**

**A brief proposal (next page) is required for any use of funds.** The Geography faculty (Professor Allen, Dr. Krygier, and Dr. Rowley) will review all proposals. If your proposal is accepted you will be compensated *after* you spend the money.

When approved, and after your event/activity takes place, please complete an **OWU travel form:**

Download the travel form here: <http://accounting.owu.edu/travelPolicy.html>

**Please compile the following:**

- Your completed OWU travel form
- Your approved proposal (which includes the exact dates of the event/activity, and your name, mailing address, phone number, and email).
- Keep detailed **itemized, original** receipts for food, lodging, and transportation. All receipts must show the form of payment, and indicate that the items were paid for. Clip food receipts to a page, in order by date. Clip lodging receipts to a second page, in order by date. Clip transportation receipts to a third page, in order by date. Mileage will be compensated on a per mile basis (please include your start and end points with mileage calculated using Google Maps). **Include your name on all materials.**
- **Please include a paragraph description of the outcome of the activity for our yearly report on fund usages.**
- When requesting reimbursement for currency other than the US dollar, list the exchange rate at the time you spent the money.

When completed, submit your materials to either Dr. Krygier or Dr. Rowley. This should be done within **one month** of the completion of your event/activity. They will review and submit your materials to the Chair of the Geology and Geography Department for final approval. Compensation should follow in about one week.

**Use Adobe Reader 9.0 (free download) or Adobe Acrobat to fill out the form on the next page, save, and email to either [jbkrygier@owu.edu](mailto:jbkrygier@owu.edu) or [nsamador@owu.edu](mailto:nsamador@owu.edu)**

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**Request for Fusch Funds**

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Name or title of event/activity:

Date(s) of event/activity:

Your Name:

Phone number:

Email:

Full mailing address:

Brief description of event/activity and why you believe it is a relevant educational experience. Please include the itemized costs of the event/activity. Please indicate any other funds you will receive for the event/activity. Students: please indicate if you have previously received Fusch Fund money, and indicate that you have a C or better in all classes the semester the event will occur.

**Approved or Not Approved**

Faculty signature & comments: