Appendix

Aid Year Awareness:

Be cognizant of how the aid year (August 1st-July 31st) impacts expense purchasing and reporting.

Travel Purchases: Let’s say you have a conference planned for the fall semester and need to purchase airfare and conference registration during the summer leading up to your fall travel. In this case, the pre-approval application and receipts are submitted during the preceding spring semester in order to meet aid year reimbursement requirements.

All other expenses incurred while traveling (per diem, ground transportation, and lodging) will be reimbursed after the trip completes.

Item Purchases: Let’s say your project includes creative components that necessitate purchasing materials throughout the entirety of the project. If all purchases occur in one aid year, then one reimbursement payment would take place. If purchases occur over two aid years, then you would be reimbursed twice. The first reimbursement would be for expenses incurred before August 1st; the second reimbursement would be for expenses incurred after August 1st.

Receipt Submission:

All receipts must be original, itemized, and show form of payment.

Airfare: Itinerary and boarding pass are required.

Lodging: Receipts need to indicate name/address of lodging location and be the final bill received at checkout.

1) Conference hotels: proof of conference hotel rate is required. (e.g. screenshot of conference brochure or website listing conference hotels/discounts).
2) Non-conference hotels: reference ASU approved lodging rates for the city in which you will reside.
3) Shared lodging: if you are sharing a room with someone else that is submitting an application for the same hotel, you each need to show that you paid your share of the room. If one person pays, the other has to show per check (copy of front and back of check showing bank stamp) or Venmo receipt showing reimbursement to the other person for their share. A copy of the final bill at check-out is still required.

Meals: No receipt submission is required. Reimbursement rates determined ASU approved per diem, less all meals covered by the hotel or conference.
**Ground Transportation (ex. Taxi/Ride-share/Bus/Metro):** for ride-shares, receipts need to include: name, addresses (as in departure and arrival location description), and form of payment. Reimbursement is unavailable for travel related to meals and personal excursions. Additionally, tips cannot exceed 18%.

**Mileage:** visual representation of travel route if requesting reimbursement for mileage using your personal vehicle. Mileage reimbursement is also dependent on comparative cost of airfare during that travel period. Whichever is less expensive—airfare vs. mileage—is what will be reimbursed.

**Group Projects:** Each student is eligible for up to $750 in funding, but each student needs to follow the reimbursement process so that it’s clear who is approved to purchase specific expenses. One person cannot pay for everything and receive reimbursement for all project costs when the project costs are shared among group members.

**Transfer to ASU Lab Account:** if this is to be a transfer into an ASU lab account, the Barrett Business Office will need the account number to verify that a transfer can be done and the report showing the expenses on the account once purchased. Purchases made in a specific aid year — August 1 – July 31 — can only be reimbursed in that same aid year.

If it is part of a travel claim, you will need to check with the department submitting the claim to see if they will pay the funding through the travel claim; then a transfer would be done to that department’s account.

Outside of ASU account transfers, you are the only one that can be reimbursed since the reimbursement can only be posted to your student account. Supplies or participant payment cannot be paid by your Project Director since s/he cannot be personally reimbursed.