

Funding Appendix

Aid Year Awareness: 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. We cannot accept screenshots for final posting of funds. Any register receipts need to be original to be reimbursed.

Research Incentives (i.e. gift cards, paid participants): Include an explanation for cash payments or gift cards distributed as incentives for research study participants. Include a description of why incentives are necessary, the original receipt, and a signed, dated document by the paid participant. This document should include your name, the name of your participant, participant signature and date, a summary, and what was given as the research incentive. For study participants who need to remain anonymous, include a note explaining why and request the recipient initial the note. **Example:** If Amazon gift cards are sent by email to participants, you will need a read receipt or an email from participant stating they received the gift card. NOTE: If these items are not included, a reimbursement cannot be processed, per ASU policy.

Airfare: Itinerary and **boarding pass** are required. Receipt must show a form of payment, such as amount paid by Visa:

- **Cost and Payment Summary**

- AIR - **W83YPE**
- Base Fare \$ 234.75
- Excise Taxes \$ 17.61
- September 11th Security Fee \$ 11.20
- Segment Fee \$ 8.40
- Passenger Facility Charge \$ 9.00
- **Total Air Cost \$ 280.96**
- **Payment Information**
- Payment Type: Visa XXXXXXXXXXXX1111
- Date: Feb 26, 2018
- Payment Amount: \$280.96

Lodging: Receipts need to indicate name/address of lodging location, be the final bill received at checkout, **and** show a form of payment.

- 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 (e.g. Uber/Lyft), 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: Include visual representation of travel route if requesting reimbursement for mileage using your personal vehicle (e.g. MapQuest). 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.

Personal Expenses: Some requested items, upon review, may be considered personal items and may not be reimbursable. Travel expenses may also be considered personal expenses depending on the type of trip and/or the duration of the trip.

Transfer to ASU 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.

Other Funding: If you are receiving funding from another department or source, you will need to provide that information when you submit your application.



NOTE: We cannot pay any entity outside of ASU or transfer funds to labs outside of ASU (for example, we cannot transfer funds to U of A labs or pay them directly). 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 thesis Director since s/he cannot be personally reimbursed.

Group Projects: Each student is eligible for up to \$1,000 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.