Thesis/Creative Project Reimbursement Funding

Overview:
Barrett, the Honors College offers up to $750 in reimbursement funding — $850 if the prospectus is submitted by the Priority Prospectus Due Date — to cover expenses essential to thesis/creative project investigation, design or execution. The funds may be used to cover expendable costs such as: travel, library and copying fees, lab equipment, research incentives, supplies, or artistic materials. **All funds must be pre-approved.**

Instructions:

1) Submit application for pre-approval of all expenses to the Barrett Business Office. This application can only be submitted once and must be approved prior to making purchases of any sort.
   a. Plan ahead to allow for processing time before purchases are needed.
   b. Applications are reviewed on an on-going basis. The Barrett Business Office will email students notification of approval, Terms of Agreement, and final receipt submission instructions.
   c. Sign and return Terms of Agreement to the Barrett Business Office.
2) Once approval is received and Terms of Agreement signed and submitted, make purchases and keep original itemized receipts.
3) Submit receipts in accordance with the aid year calendar and by the Final Receipt Deadline for reimbursement processing.
   a. Purchases made in a specific aid year — August 1 – July 31 — can only be reimbursed in that same aid year. If expenses cross over an aid year, reimbursement will be done in two payments.
   b. Reimbursement cannot be processed by ASU after the Final Receipt Deadline.
4) Reimbursement will post to your student account (or transferred to an ASU account) once receipt processing is complete.

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<tr>
<th>Term of Thesis Completion</th>
<th>Final Receipt Deadline</th>
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<tr>
<td>Fall 2018</td>
<td>November 16, 2018</td>
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<tr>
<td>Spring 2019</td>
<td>April 5, 2019</td>
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<td>Fall 2019</td>
<td>November 15, 2019</td>
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<td>Spring 2020</td>
<td>April 3, 2020</td>
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Thesis/Creative Project Reimbursement Funding
Pre-Approval Application

Steps:

1) Type or neatly print responses in the entry fields below.

2) Attach a 1-2 page project summary to explain why anticipated costs are necessary for the investigation, design or execution of the project.

3) Return application to the Barrett Business Office, Attn: Christine Fleetwood.
   a. Downtown – UCENT 162
   b. Polytechnic – CNTR 145
   c. Tempe – Sage North Front Desk
   d. West – UCB 201

4) Questions? Contact Christine Fleetwood at 480-727-7640 or Christine.Fleetwood@asu.edu.

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<th>Personal Information</th>
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<tr>
<td>Student Name</td>
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<td>Major(s)</td>
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<td>Student ASU Email</td>
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Are you a National Merit Scholar, National Achievement Scholar, or a National Hispanic Scholar?
Please circle: Yes or No

Are you receiving project funding from another department or source? If so, please describe.

If you have filed a Free Application for Federal Student Aid (FAFSA), the Barrett Business Office may contact you and request additional documentation, if necessary.

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<th>Thesis/Creative Project Information</th>
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<tr>
<td>Thesis Director’s Name</td>
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<td>Thesis Director’s Department</td>
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<tr>
<td>Thesis/Creative Project Title</td>
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Thesis/Creative Project Reimbursement Funding
Cost Estimate Report

Be as detailed as possible in the item description area below. Please include or attach quotes to support estimated costs. If more space is needed, attach further documentation, e.g. spreadsheet.

Follow the instructions by expense type, if listed below. Otherwise, just list and describe items.
   a) *Travel*: include a printout showing the approximate airfare and hotel charges.
   b) *Per Diem*: consult the ASU Per Diem Rates for lodging or meals and use approved rates.
   c) *Conferences*: include the conference program or brochure.
   d) *Equipment*: if purchasing a piece of equipment exceeding $100, only up to $100 is reimbursable.
   e) *Research Incentives*: should be used to encourage reasonable participation in a study. Include an explanation for cash payments/gift cards that describes why incentives are necessary. If approved, you will need original receipt and a signed, dated document that includes your name, the name of your participant, participant signature and date, a summary, and what was given as the incentive. For participants who need to remain anonymous, include a note explaining why and request the recipient initial the note. If these items are not included, a reimbursement cannot be processed, per ASU policy.

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<th>Item(s) and Description(s)</th>
<th>Estimate Cost</th>
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Total Estimated Cost

I have read this proposal and certify that expenses are reasonable and essential for the Thesis/Creative Project and not otherwise available.

_________________________________________  Date
Student Signature

_________________________________________  Date
Thesis Director Signature

FOR ADMINISTRATIVE USE ONLY

Reviewed By___________________________  Date __________________________

Amount Awarded $__________________

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Thesis/Creative Project Reimbursement Funding

Appendix

Aid Year Awareness:

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

\textit{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.

\textit{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 1\textsuperscript{st}; the second reimbursement would be for expenses incurred after August 1\textsuperscript{st}.

Receipt Submission:

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

\textit{Airfare}: itinerary and boarding pass are required.

\textit{Lodging}: receipts need to indicate name/address of lodging location \textbf{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 \textcolor{blue}{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.

\textit{Meals}: no receipt submission is required. Reimbursement rates determined \textcolor{blue}{ASU approved per diem}, less all meals covered by the hotel or conference.

\textit{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. 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.