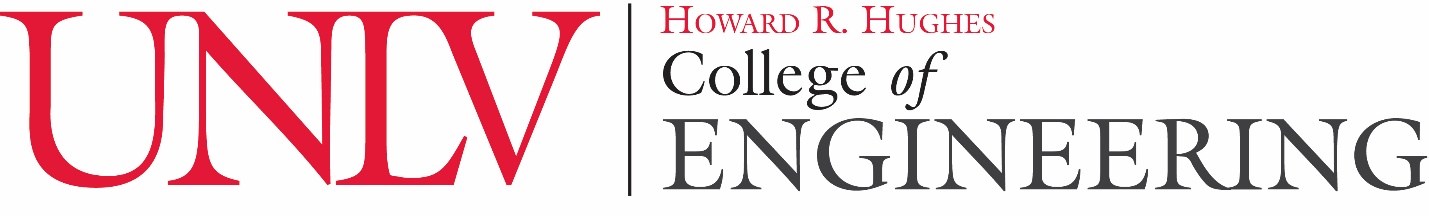
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**SENIOR DESIGN**

**INFORMATIONAL PAPERWORK**

**SPRING 2020**

**Expense Reimbursement Instructions**

**Failure to comply with the following instructions *WILL* result in delayed/rejected reimbursement payments.**

**General Information:**

* **The reimbursement process is multifaceted and takes 4-6 weeks to be completed from the time we have ALL of the correct paperwork (receipts, bank statements, etc.) from each team member.**
* If you are *not* requesting reimbursement, submit a note stating so.
* Students will be reimbursed individually and *not*as a group. ***However, until all students have submitted receipts and/or a note to say they are not requesting reimbursement, nothing will be processed.***
* Please turn everything in as a team but keep each team members receipts separate.
* Submit requested documentation (receipts, statements) to your department’s Administrative Assistant (exception is EED teams, you will submit to Marjorie Aylor in the Dean’s office), ***NO LATER than May 14, 2020 at 4:55pm. Any receipts turned in after this date WILL NOT be accepted/included in the reimbursement process. If you are waiting for your current bank statement, you must still submit your receipts by May14, 2020 with a letter stating that you are waiting on your statement and will supply it within 3 weeks.***
* All original receipts/invoices *must* include the following information:

1. Vendor (store) name
2. Description of purchase(s)
3. Total amount of purchase(s)
4. Method of payment
5. Date of purchase(s)
6. The amount shown on an invoice must match the amount on the bank statement. If the two totals do not match please call to the vendor and request a **final invoice** before submitting your packet.
7. We do reimburse shipping charges so please include those on your totals.
8. We **DO NOT** reimburse sub-contracting charges.

\*\*PLEASE NOTE: WE CANNOT ACCEPT COPIES OF RECEIPTS, YOU MUST TURN IN ORIGINALS!

**NON-REIMBURSABLE ITEMS INCLUDE:**

|  |  |
| --- | --- |
| * Clothing * Computers and laptops * Tablets * Smart phones and cell phones | * Printers * Consulting and/or subcontracting fees * Website hosting, building/developing, maintenance, design, etc. * Food/beverages |

**IF YOU PAID BY:**

**CASH:**

Submit legible original receipts.

**DEBIT CARD:**

Submit legible original receipts ***and*** corresponding bank statements, to include your name and the last four digits of the credit card used, if the card type is not specified on receipt/ invoice. **For personal privacy,** please feel free to black out any portion of the statement which does not pertain to this reimbursement.

**CREDIT CARD:**

Submit legible receipts ***and*** a copy of your credit card statement to include your name and the last four digits of the credit card used. **For personal privacy,** please feel free to black out any portion of the statement which does not pertain to this reimbursement.

**3RD PARTY PURCHASES:**

It is the students’ responsibility to reimburse any non-team member for purchases. The team will include the receipts and statements from the 3rd party with their packets.   
(I.E. Your sister purchases an item for your project, you would submit the receipt and her bank statement with your reimbursement packet. It is then your responsibility to reimburse her.)

**Please Note:**

**A “Packing Slip” is not an acceptable receipt. It does not include tax or shipping and will therefore not correspond with your credit card statement. Please make sure you save the actual invoice and submit the invoice for reimbursement.**

**The College will not directly reimburse faculty members for the project purchases. UNLV Procurement Cards are not authorized to purchase project items for teams.**

**Reimbursements will not be processed until all members of the team have turned in reimbursement paperwork or a letter stating they are not requesting reimbursement!**

***Please be advised that each project has a reimbursement cap. The total allowable reimbursement for each project from the College of Engineering is $750.00. We encourage teams to ask their departments for additional funding as well as reach out to community partners for assistance. Please avoid purchasing unrelated items in the same transactions, i.e. soda, gum, candy, etc. If you have any questions, please contact Molly Marks in WHA2-212, 702-895-3281. Thank you!***