

How to Access COE Funds from the Graduate School

As the recipient of the NSF Fellowship you are eligible for a \$5,000 Cost of Education fund administered by the Graduate School.

Eligible Materials and Supplies

- Research related books, journals or subscriptions
- Research related materials and supplies, including notebooks, laptops, printers and computer programs.
- Lab supplies such as syringes, filter paper, silicone oil, vacuum pump oil, beakers, flasks, valves and chemicals, etc.

Eligible Travel Expenses

- Conference fees, travel, meals and lodging during research or conference trips
- Travel expenses related to trainings, professional development or other research opportunities
- Economy airfare, mileage, other forms of economy transportation, etc.
- Expenses incurred for personal dry cleaning and laundry for trips longer than seven (7) calendar days or when warranted because of unusual situations
- Charges for excess baggage when the traveler is transporting university materials or when the extended period of travel necessitates excess personal baggage
- Expenses incurred for mini bar items, snacks, and candy are only reimbursable if claimed as part of a meal expense
- Tips and gratuities, within reason, are reimbursable

Expenses that are not reimbursable include:

- Government unallowable expenses, such as alcohol and entertainment
- Funds may not be used for equipment purchases. Equipment is defined as tangible personal property having a useful life of more than one year with a cost in excess of \$5,000
- iPhones, iPads, Google Glass and other devices not exclusively used for research are not eligible for reimbursement.
- Fees incurred at ATMs when a personal debit or credit card was used
- Violations that result in citations (parking, traffic or others)
- Clothing, accessories or luggage
- Expenses related to a spouse, family member, significant other or friend, etc.
- Late fees, and/or interest fees incurred on personal credit cards will not be reimbursed.
- Costs to watch movies while travelling, such as hotel movies
- Personal care expenses, such as, but not limited to massages, hair care, manicures, etc., that may be incurred while on or in preparation for a trip or conference
- When a student combines personal travel with research travel, the personal portion will not be reimbursed by the university.

USC reimburses student expenses based on actual receipts. General per diem expenses will not be reimbursed. It is the responsibility of the student to collect and retain proper expense documentation.

Travel expenses are reimbursed when the trip has been completed – cash advances are not available. However, the graduate school may be able to pay for airline tickets in advance through STA, the university's established vendor so that you do not have to incur this out-of-pocket expense (see below).

The graduate school may be able to pay for certain items internally. For example, if you wish to purchase materials and supplies from the USC bookstore, we will prepare an internal requisition.

The graduate school is able to cover the cost of transcription and translation services only if students use Rev (<https://www.rev.com/>). If you anticipate needing these kinds of services, please contact the graduate school **BEFORE** conducting research.

To Request Flight Payment Assistance through STA

- Send an email to Franck Provost at STA Travel (fprovost@statravel.com) with dates, destination and research purpose. Copy Kate Tegmeyer (gradflw@usc.edu) on the email.
- Once the flight arrangements have been finalized, STA will request payment from the grad school and you will receive the final booking info.
- Please note, because NSF funds are federal, fellows must adhere to the "Fly America Act" and use a U.S. air carrier service for all air travel. More information is available here: <http://www.gsa.gov/portal/content/103191>

To Request an Internal Requisition for the USC Bookstore

- Email a quote from the USC Bookstore to Kate Tegmeyer (gradflw@usc.edu) with description of items needed, anticipated amount and the research purpose.

To be reimbursed for expenses after purchase or travel has been completed, please complete the following steps:

Step 1:

Make sure that you are signed up with direct deposit through **Payment Services**. This is not direct deposit through Payroll (which is where your checks come from if you have been an RA or a TA). To sign up for direct deposit through Payment Services use the link below. The form is available in the bottom right corner of the web page:
<https://procurement.usc.edu/payments/reimbursements/direct-deposit/>.

Step 2:

Use this link <https://app.wizehive.com/webform/NonTravel> to provide details about non travel related expenses (for example supplies, books, etc.)

Use this link <https://app.wizehive.com/webform/TravelForm> to provide details about travel related expenses (for example conference fees, hotels, flights, meals, etc.)

Step 3: Upload receipts as one PDF document via the links provided.

- All receipts MUST show the method of payment (i.e. paid with VISA xxx-xxxx or cash)
- Attach **one** receipt to **one** 8½ x 11 sheet of paper. Individual receipts smaller than 8 ½ x 11 should be mounted with clear tape to one side of an 8½ x 11 sheet of white paper. Individual receipts that are 8½ x 11 do not need to be mounted. Receipts that are too long for an 8 ½ x 11 sheet of paper should be cut so that they fit on one side of an 8 ½ x 11 sheet of paper.
- For meal receipts please write diner name(s) and whether the meal was for breakfast, lunch or dinner.

A note about international travel and research:

- Costs associated with obtaining or renewing visas and passports required for entry into certain countries or territories are reimbursable. Proof of the requirement should be submitted with the payment or reimbursement request.
- When an expense is incurred in a foreign currency, please write the amount in U.S dollars on the 8 ½ x 11 sheet of paper.
- You can find out the amount in dollars from a conversion website such as [Oanda.com](https://www.oanda.com) or [xe.com](https://www.xe.com). Conversion rates should be calculated for the date the expense was incurred and should be submitted as supporting documentation along with the receipts.

Reimbursement takes approximately 2 weeks, however failure to adhere to these guidelines will delay the process. If you have any questions, please contact Kate Tegmeyer at gradflw@usc.edu