![Northeastern University Khoury College of Computer Sciences logo]

PhD Start Up Funds

As of Fall 2021, current and new PhD students continue to receive a **one-time** startup fund to use throughout their tenure here at Northeastern for Khoury PhD related expenses. Khoury College reserves the right to change/update these policies. Please note that students must also adhere to the Policy on Use of University funds and equipment.

Policy-University Funds: https://www.northeastern.edu/policies/pdfs/Policy_on_Use_of_University_Funds.pdf
Policy-Equipment: https://www.northeastern.edu/policies/pdfs/Policy_on_Computer_Procurement.pdf

Below are the policies and procedures on how to process purchases against your PhD startup fund as well as acceptable expenses in the following categories of computers, supplies, and travel.

Acceptable Expenses:	*Non-Acceptable Expenses:*
Books	Headphones
Business Cards	Moving Expenses
Conference Travel	Mobile Phones
Computer Supplies	Printers
i.e., Keyboard, mouse, webcam, storage	Third party travel
Computer & Tablet Computers	Furniture
Laptops, desktops, tablets, monitors	Alcohol
Conference Registrations fees	Personal Transportation Costs
Professional Membership fees	University Tuition & Fees
Professional Computer Software	School Supplies
Visa Travel & Renewals specific to PhD program	*(Not listed under Acceptable Expenses)*

<u>Note</u>: *Northeastern is a sales tax-exempt institution, therefore* **sales tax is not reimbursable**. *Ordering supplies/equipment through Khoury Administration will ensure sales tax is not paid for* **preferred vendors.**

Please remember to always specify your NUID so that we may efficiently track expenses and balances accordingly.

Computer, Tablet, Software and Computer Supply Orders:

The Khoury Finance, Operations, and Systems teams will continue to coordinate with PhD students to purchase computing equipment. To submit a request:

1. Head to https://www.khoury.northeastern.edu/information-for-overview/current-phd-students/phd-forms/
2. Select *PhD Equipment Purchase* from the list of forms.
3. Fill out the required fields.
4. Your request will be evaluated to ensure available funds and compliance with equipment purchasing polices.
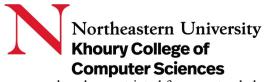
Computer Purchasing Policies

Ordering and planning with Khoury Administration allows for discounts and non-sales tax, which saves you more for your dollar. Northeastern University works with preferred vendors such as Dell, Apple, CDW and GovConnection, so these are the best options. Vendors not listed here may need to be paid upfront by the student and reimbursed.

Purchasing Guidelines
- Purchases will be approved and placed within 7-9 business days from time of request.
- Expect approximately a 4-6-week lead time for devices to be delivered.
- All computing equipment requests will only be processed via the *PhD Equipment Purchase* form.
- Devices will be shipped to WVH 202 or the address of your choice. If the campus is

closed or restricted for an extended period of time, items will be shipped home. Devices will be entered into an asset management system before being delivered to the student.

- **Extended Support/Warranty**

  All tablet and laptop purchases will require 3 years of manufacturer parts and labor support. Additional parts and repairs **will not** be covered by the university, including if you decline to purchase extended support. If you would like to decline support, please select the 'decline' option on the form. In cases where you do not wish to purchase extended support, you are to personally assume the cost of any repairs within the 3-year period from the date of purchase. Extended support will be added to your requested purchase unless you explicitly decline. Your request will be rejected if you do not have sufficient funds.

  ### _Note:_
  - All capital equipment purchases are considered university property and must be returned/disposed of in accordance with university guidelines.
  - 3 years after the purchase date, the equipment has depreciated in value and the student can keep the equipment following the correct transfer process with Khoury Systems.
  - If the student departs Northeastern before the 3 years, then the capital equipment will be returned.

Conference/Travel

 PhD students must receive approval from their faculty advisor before registering for any conferences. Travel accommodation such as conference fees, airfares, train, bus, lodging and travel incidentals will be paid by the student upfront, and reimbursed by the university after the conference has taken place. Expense voucher forms must be submitted within 10 business days upon return for timely processing. To submit a request to attend a conference and submit an expense reimbursement request afterwards:

1. Head to https://www.khoury.northeastern.edu/current-students/phd/phd-forms/
2. Select PhD Conference Travel from the list of forms
3. Fill out the required fields.
4. Your request will be evaluated to ensure available funds and compliance with conference policies
5. Khoury staff will approve the request; once approved, you may go ahead and register for the conference and book your travel on your own
6. Within 10 business days of your return, please submit an Expense Reimbursement Voucher Form to the Next Level Supervisor (your faculty advisor if you're using their funds; or Laura Adrien if you're using your Startup Funds)

Travel accommodation such as conference fees, airfares, train, bus, lodging and travel incidentals will be covered by the student upfront and then submitted for reimbursement.

Expense voucher forms must be submitted within 10 business days upon return from travel for timely processing. The Khoury Finance team can be reached at Khoury-finance@northeastern.edu

Expense Voucher Reimbursement Form: https://finance.northeastern.edu/forms/#how-do-i-plan-travel-or-prepare-an-expense-report_expense-voucher-reimbursement-form

Please adhere to Northeastern guidelines for all travel-related purchases:

https://cpb-us-w2.wpmucdn.com/sites.northeastern.edu/dist/b/620/files/2020/09/Travel_and_Expense_Reimbursement_Policy.pdf

Travel Expense Type	Action
Conference Registration fees	• Students cover costs upfront and then submit the reimbursement voucher as soon as expensed.
Airfare	• Grant related funding requires US (United States) airline carriers. • This applies to airfares only on faculty grants (not PhD student startups)
Lodging	• Students cover costs upfront and then submit the reimbursement voucher form within 10 days of their return.
Meals	• Students cover costs upfront and then submit the reimbursement voucher form within 10 days of their return. • Reasonable meal expenses, and itemized receipts over **$25 are required**. • **No alcohol.**

You may be asked to provide additional information, such as *proof of payment, hotel folios, etc.* Including this documentation will ensure that your reimbursement is processed in a timely manner by Accounts Payable.

Khoury Contacts

Contact	Email	Service
Laura Adrien	l.adrien@northeastern.edu	General PhD information, Next Level Supervisor for all reimbursement requests charged to Start Up Fund
Khoury Finance	Khoury-finance@northeastern.edu	General information about your account
Khoury Systems	systems@ccs.neu.edu	Computer, tablet, software purchase and/or technology related questions
Khoury Operations	Khoury-operations@northeastern.edu	General orders, room reservations, building maintenance, access issues
Khoury Events	Khoury-events@northeastern.edu	PhD event planning, publicizing events, event logistics