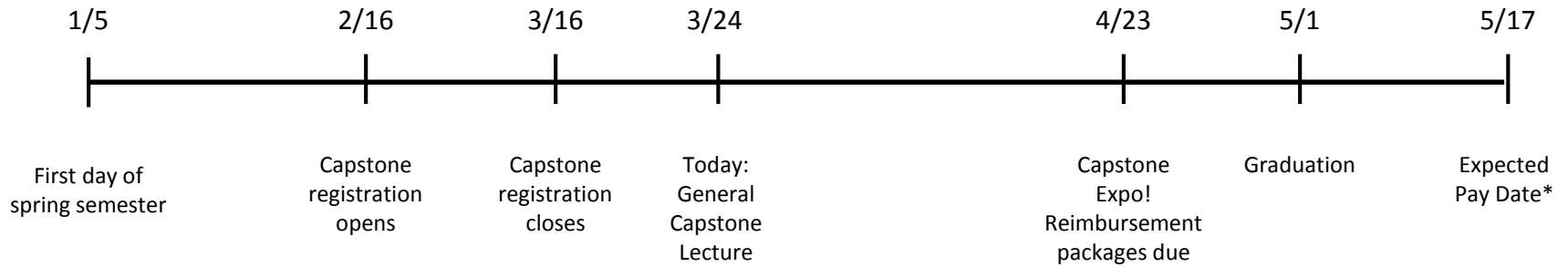


ME Capstone Reimbursements



Capstone Reimbursement Timeline



*Payment date dependent upon completeness and accuracy of reimbursement packages. Any problems will result in a delay.

General Reimbursement Guidelines

- You must turn in all receipts for reimbursement unless otherwise instructed by your department coordinator.
- Original receipts are required for reimbursement, and each receipt must have proof of payment on the receipt and/or invoice.
- **Only one person from each team will be reimbursed.** That person will then be responsible for disbursing funds to other team members, if necessary.
- Personal expenses of any kind cannot be reimbursed. Each individual charge will be reviewed.
- Industry-sponsored projects are eligible for reimbursement of 80% of each team's expenses up to a maximum amount of \$800. If your team spends \$1,000 or more, you can receive \$800 as a reimbursement. If your team spends less than \$1,000 you will be reimbursed 80% of your expenses.
- Non-sponsored projects are eligible for reimbursement of 80% of each team's expenses up to a maximum amount of \$400. If your team spends \$500 or more, you can receive \$400 as a reimbursement. If your team spends less than \$500 you will be reimbursed 80% of your expenses.

Reimbursement Process Overview

All Individuals:

- Fill out AP Payment Request Form with your name and contact info (forms will be sent to team captains and will be available from ME finance).
 - Use non-GT information if you are graduating.

PAYEE INFO	Payee Name (Last, First Name for Individuals):				
	Address:			Phone:	
	City:	State:	Zip:	Country:	
	VENDOR ID: _____ NEW US VENDORS REQUIRE SUBMISSION OF E-VENDOR PROFILE OTHER THAN RESEARCH PARTICIPANTS, REFUNDS, OR REIMBURSEMENTS				

- Notate either in a blank spot on the form or on a separate page what your team name and number is.
- Attach all receipts to form; paperclipped is preferred
 - For loose receipts tape them down to an 8.5x11 sheet of paper with all edges secured; must be able to go through scanner.
- Turn package in to ME finance office or during Capstone.

Reimbursement Process Overview

Non-GT employees:

- Your packet will be your formal reimbursement request. Please keep all written correspondence legible.
- ME finance will review the packets, turn them in to AP, who will then issue a check to the address on the form.
 - If preferred, checks can be sent to the ME finance office. Please note that when you turn it in. The default method is by mail.

GT employees:

- You will be reimbursed through the GT Travel & Expense system.
 - Paid via direct deposit.
- Complete package as if you were being reimbursed as a non-employee.
- Come to the ME finance office for instruction on how to use T&E if you're unfamiliar with the process.

Questions?

<http://www.procurement.gatech.edu/payables>

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