ME Capstone Reimbursements
ME Capstone Reimbursement Info
The George W. Woodruff School of Mechanical Engineering
Georgia Institute of Technology

Capstone Reimbursement Timeline

- **1/5**: First day of spring semester
- **2/16**: Capstone registration opens
- **3/16**: Capstone registration closes
- **3/24**: Today: General Capstone Lecture
- **4/23**: Capstone Expo! Reimbursement packages due
- **5/1**: Graduation
- **5/17**: Expected Pay Date*

*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.

• 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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