

BRIDGEWATER STATE UNIVERSITY
ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH
GUIDELINES FOR UNDERGRADUATE RESEARCH EXPENSES (updated 9 September 2010/kmf)

There are three ways to obtain research supplies:

- (1) The quickest way is to pay for them yourself and request a reimbursement. Note that some supplies, such as chemicals, must be purchased by BSU for you (see below for more information).
- (2) If you plan to order your supplies from a single vendor, your mentor may request a "Blanket Purchase Order". This is essentially a fixed line of credit (made out in your mentor's name) to a particular vendor. Once approved, your mentor will be able to place orders with the vendor up to the requested maximum. You and your mentor must keep track of the balance, as your mentor will be responsible if overspent. To request a blanket Purchase Order your mentor must send a request to Kathy Frederick in the Office of Undergraduate Research, room 200, Maxwell Library with: Name of the vendor (if not a BSU approved vendor include address, phone, fax, email), and the total amount of the purchase order (keep in mind shipping costs!). Blanket Purchase orders are usually approved in 1-2 weeks.
- (3) Request that the ATP order the supplies directly. Submit order form to Kathy Frederick in the Office of Undergraduate Research, room 200, Maxwell Library. Please note that you may not receive your order for 2-3 weeks.

General guidelines for reimbursements:

- You must submit original, itemized receipts.
- All forms must be done in ink.
- If the expenditure was paid with a credit card, either the original detailed receipt with the last 4 digits of the card and/or a copy of the credit card statement must be included.
- If the expenditure is paid by check, a copy of the canceled check (front and back) or a copy of your bank statement must accompany the original receipt.
- If the expenditure is paid by debit card, a copy of the bank statement must accompany the original receipt.
- Please note that we can only reimburse you or your mentor. We cannot reimburse a third party, and cannot give you a reimbursement check if someone else made the purchase for you.
- Before paying an individual for their services (translator, recorder, etc.) check with Kathy Frederick to see if a contract is needed.
- Do not forward receipts or reimbursement forms until your reimbursement package is complete. Don't forget that you and your mentor must sign the reimbursement forms and forward to Kathy Frederick in the Office of Undergraduate Research, room 200, Maxwell Library.
- No gift cards or money orders can be purchased for incentive reasons.
- No computers or computer equipment can be purchased.
- No printers can be purchased.
- Any software applications must be purchased through the OUR.
- All cameras and accessories must be purchased through the OUR and is considered BSU property. Check ATP inventory list before requesting.

For Conferences:

- You must submit an ATP Travel Form at least four weeks before your conference.
- If you share the room with another conference traveler, room expenses must be split.

Before You Leave for the Trip:

- Get in touch with your mentor and ask him/her to work with you to get ready for the conference.
- Register for the conference. If you would like for the Office of Undergraduate Research to pay for your registration upfront, please contact Kathy Frederick in the OUR. She will help you to register through our office so that there is no cost to you.
- Have your mentor contact the Travel Coordinator for the university, Gregory DeMelo, at gdemelo@bridgew.edu (extension 2537). The travel coordinator will formally arrange for and book your travel and your hotel stay. **ALL STUDENT TRAVEL MUST GO THROUGH THE TRAVEL COORDINATOR.** By working through the BSU travel office, you will not have to pay upfront for your travel.
- Forward the Travel Coordinator a copy of your completed travel grant application. Include with it any research you did on hotels, flight options, conference information, rail options, etc.
- **PLEASE NOTE:** While the travel coordinator may not be able to give you your first choice itinerary, he will work with you to accommodate your travel needs as best he can within your budget of \$1,000.00. Please give him a reasonable amount of time to respond to your request.

Once your travel has been booked, the travel coordinator will email all necessary documents to you and your mentor. Please be on the lookout for these emails and be in touch with the travel coordinator and your mentor with questions and concerns.

After You Come Back From The Trip:

While most travel, accommodations, and conference registration will be handled either through the Office of Undergraduate Research and the Travel Coordinator, you may still incur some expenses on your trip (like meals or travel using your own car). To be reimbursed for these expenses:

- Fill out the Reimbursement for Conference Travel Form, located on the ATP website at <http://www.bridgew.edu/ATP/reimbforms.cfm>. Remember to sign it and to have your mentor sign it.
- Submit ALL RECIEPTS with the completed, signed form to Kathy Frederick in the OUR. For a complete list of required receipts and account information see the “General Guidelines for Reimbursement information” located at <http://www.bridgew.edu/ATP/reimbforms.cfm>).

For meals at conferences:

- ATP will provide students with the “per diem” amount of \$27.00 per day that is set by the college (receipts not required). You may request a cash advance for the per diem rate using the form in the Travel Grant application. Meal reimbursement is pro-rated based on your travel itinerary. For example, if your flight leaves at 11:00 AM, you can not claim breakfast for that day: breakfast (\$6.00), lunch (\$9.00), dinner (\$12.00).
- Meals for single day trips from your home or from BSU for attendance at a local conference are allowed for students only.
- You will not be reimbursed for alcoholic beverages.

You can find reimbursement forms on the Tinsley Program web page: <http://www.bridgew.edu/ATP/reimbforms.cfm>