

BRIDGEWATER STATE COLLEGE
ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH
GUIDELINES FOR UNDERGRADUATE RESEARCH EXPENSES (updated 31 August 2009/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 BSC 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 BSC 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.

You may not order computers or computer equipment. Please note that "small equipment" items remain the property of BSC.

General guidelines for reimbursements:

- You must submit original, itemized receipts.
- 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 receipt.
- Please note that we can only reimburse you or your mentor. We can not reimburse a third party, and can not give you a reimbursement check if someone else made the purchase for you.
- 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.

For conferences:

- You must submit an ATP Travel Form at least four weeks before your conference. Registration fees, travel, lodging, and food (per diem – see below) are the only allowable expenses. The Tinsley Program reserves the right to place an upper limit on all conference travel expenses. Check the ATP Travel Form for details.
- For all conference travel sponsored by the Tinsley Program you are expected to follow the code of conduct expected of all BSC students. See the BSC Student Handbook for details.

Transportation:

- Airfare. Coach fare only; boarding passes (or seat assignment stub) are required along with receipt.
- Personal Auto Mileage. You are not reimbursed for gas, tolls, or repairs when using your personal auto. You may be reimbursed for mileage at 0.55 cents per mile, with complete details of the travel. All travel must begin at BSC unless your starting point is closer to the destination than the college.
- Rental cars. Written permission must be obtained from the Tinsley Program Coordinators, and approval must then be obtained from the budget office prior to renting a motor vehicle. Public transportation should be used wherever possible.

Lodging:

- Hotel receipts must show a zero balance. You will be reimbursed for the room only, and not other room charges such as phone use, room service, etc. (you must pay for these yourself).
- If you share the room with another conference traveler, room expenses must be split.

For meals at conferences (Effective 10/14/09)

- 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 BSC 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>