Reimbursements for Engaged Learning Programs

The Office of Engaged Learning funds the following projects:

- Engaged Learning Fellowship
    - up to $2000 per student proposal
    - available up to one month prior to graduation
    - Final receipts due Nov. 15 (December grads), April 15 (May/Summer grads)
- Summer Research Fellowship
    - up to $1000 per selected student
    - available up to one month prior to graduation
    - Final receipts due Nov. 15 (December grads), April 15 (May/Summer grads)
- Big iDeas Pitch Contest
    - up to $1000 per winning pitch
    - Available approximately 4 months
    - Final receipts due by Demo Day (mid-February)
- Big iDeas Business Plan Competition
    - up to $5000 per winning plan
    - available for one year
    - Final receipts due by the following Demo Day (mid-February)
- Clinton Global Initiative University Network
    - up to $600 for travel to annual CGIU meeting, and up to $1000 for projects
    - available up to one month prior to graduation
    - Final receipts due Nov. 15 (December grads), April 15 (May/Summer grads)

The University prefers to reimburse students for their expenses. Students are responsible for organizing their supply needs, tracking their spending, and collecting *itemized* receipts all expenses. Students submit digital or physical copies of all receipts to the Engaged Learning office.

The reimbursement process at SMU takes about 10 business days for direct deposit or several weeks by check (mailed to your permanent address).

Reimbursement process:

1. Complete the SMU direct deposit form (at the end of this document). The form asks for a voided check or an ACH form. Engaged Learning will submit the direct deposit on your behalf to SMU Accounts Payable.
2. Keep *itemized* receipts of all purchases. Keep a "ledger" (aka keep track of your total!)
3. Submit receipts for purchases to the Engaged Learning office.

Tips

- Submit travel receipts (flights, hotel, etc.) within one week of *return* from travel.
- Submit boarding passes (digital is fine)
- Make sure your receipt shows "proof of purchase"
    - Such as VISA xxxxxxxxxxxx1234 or "Amount due: $0"
    - An *Invoice* shows the amount due, but a receipt shows the amount was paid
- Make sure your receipt is "itemized"
    - Showing exactly what you purchased, how many of each item, etc.
    - You may need to submit the Invoice AND Receipt to show everything

How you can make it easier for us:

- Submit your ledger of expenses along with receipts
- Highlight the amount paid and payment method
- Combine everything in a PDF

No funds may be used for:

- Tuition
- Textbooks or other academic course materials, unrelated to project ·
- Salaries, per diem
- Personal computers, phones, other electronics, unrelated to project ·
- Meals, alcohol, entertainment
- Personal housing meals, unrelated to project
- Car rental, mileage and/or gas reimbursement