

## **Senior Design Reimbursement Policy**

All receipts for \$20 or less should be turned into Michelle to obtain reimbursement. The receipt **must have your signature, team number**, and some information about what was charged on it.

All receipts for over \$20 will also be given to Michelle. **The receipts must be accompanied with a Check request reimbursement form attached and completely filled out.** Michelle will collect them for the Department Chair to sign and will turn them in to the Financial Services Office once a week. A check for reimbursement will be mailed to the student.

- Any request for reimbursement that is over \$50 must also have the team advisors signature AND a copy of your team budget/spreadsheet attached.

On-campus expenses at the **Audio Visual Department** can be charged to the Senior Design Account. There is a charge booklet in the Audio Visual Department which has a page for **Engineering Senior Design Projects**. Simply sign your name and your team number in the booklet when you pick up your orders. If you have any questions ask for Suzanne in AV. If you would rather pay cash then be sure to bring Michelle a receipt.

On-campus expenses at the Printing Services can be charged as well. Go to their website or see Michelle in the Engineering Department Office. You need to make sure that you indicate on the bottom of the form "Engr. Senior Design Project".

### **IMPORTANT Printing of PPFS and Final Reports**

Teams must discuss in advance with their advisor how many printed copies of the PPFS and Final Report are necessary. Faculty advisors **MUST** send an e-mail to Michelle indicating how many reports each team is allowed to have printed. Teams will need to submit a .pdf version of these reports to Michelle in the office and she will see that they get printed. Some teams might need 6 and others will need only 2 or 3. **All teams must post a copy of their PPFS and Final Report to their website. No exceptions.**