

## ME Capstone Design Reimbursement Instructions (Last updated: 04/30/2018)



## Project Types

- Company-sponsored projects are eligible for reimbursement of 90% of each team's expenses up to a maximum amount of **\$900**. If your team spends \$1,000 or more, you can receive \$900 as a reimbursement. If your team spends less than \$1,000 you will be reimbursed 90% of your expenses **by the School**.
- Non-sponsored (**S**tudent) 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 **by the School**.
- Projects sponsored by **F**aculty and **E**ntrepreneurs (projects titles have "F" or "E" as prefix on projects.gatech.edu) are eligible for reimbursement of 100% of each team's expenses **directly** by the faculty/entrepreneur sponsor. Please confirm the expense with the sponsor prior to making the purchases.
- Please also refer the online project description (on projects.gatech.edu) for information on availability of additional funds/resources beyond what is presented above.

## General Reimbursement Guidelines

- 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.
- Only materials & supplies' costs involved with building the prototype and for participation in the expo will be reimbursed.
- Provisional Patent Filing Fees will also be reimbursed (typically applicable for non-industry sponsored teams only)
- Turn in all receipts for reimbursement along with your reimbursement packet to Ms. Essie Reynolds in ME finance office (3<sup>rd</sup> Floor of MRDC Building) by the **Friday of the week of the Capstone Design Expo.**

## Reimbursement Process Overview

Download this form:

<http://www.procurement.gatech.edu/sites/default/documents/PyMtReqForm2018.pdf>

- 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.

<b>PAYEE INFO</b>	Payee Name (Last, First Name for Individuals):				
	Address:			Phone:	
	City:	State:	Zip:	Country:	
	VENDOR ID: _____ <div style="text-align: right; font-weight: bold; font-size: small;">           NEW US VENDORS REQUIRE SUBMISSION OF E-VENDOR PROFILE            OTHER THAN RESEARCH PARTICIPANTS, REFUNDS, OR REIMBURSEMENTS         </div>				

- Notate either in a blank spot on the form or on a separate page what your team name and number is.
- The student being reimbursed from the team needs to indicate if they are an employee or non-employee. They can write this at the top of the form.
- Attach all receipts to form; paper clipped 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.
  - The tape on the receipts should NOT cover any of the important ink on the receipts or they will be illegible

## 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 (3<sup>rd</sup> Floor of MRDC Building) for instruction on how to use T&E if you're unfamiliar with the process.

All amounts and items visible



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More doing.™

CONTACT STORE MGR  
ERIC J. BURNS@HOMEDEPOT.COM

6861 0002 48575 12/03/14 12:26 PM  
CASHIER DAVID - DXE6931

887430C17304 HEX NUTS <A>	5.37
HEX NUTS-USS 1/4 100 PCS	
887430C05806 1/4X3/4XBLT <A>	8.57
HEX BOLT 1/4X3/4	
045731124137 3/16"RVT PAK <A>	5.98
STANLEY 3/16" LONG ALUM RIVETS 50PK	
033237147540 FORSTNER <A>	16.97
RYOBI FORSTNER BIT 8 PC SET	
N.P Savings	\$3.00

SUBTOTAL	36.89
SALES TAX	2.58
TOTAL	\$39.47
XXXXXXXXXXXX6398 MASTERCARD	
AUTH CODE 014522/2022259	TA

NEW LOWER PRICE (NLP)SAVINGS \$3.00



6861 02 48575 12/03/2014 5548

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 03/03/2015  
THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 01/28/2015  
THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS

6861 59 94835 10/30/2014 2504



4 = Military Appreciation

SUBTOTAL	8.97
SALES TAX	0.63
TOTAL	\$9.60
XXXXXXXXXXXX2546 DISCOVER	
AUTH CODE 030598/6593891	TA



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COMMENTS CONTACT STORE MANAGER  
JULIE\_HATCHER@HOMEDEPOT.COM

0132 00058 88102 12/02/14 03:48 PM  
CASHIER SELF CHECK OUT - SCOT58

020066778088 SPRY PAINT <A>	
STOPS RUST WHT CLN METAL PRIMER 120Z	
283.76	7.52
020066774783 PSTOSNBRYW12 <A>	
STOPS RUST SUNBURST YELLOW SPRY 120Z	
283.76	7.52
887480072105 ZINCWASHER <A>	8.98
WASHER CUT 1/4 ZINC BOX (100 PCS)	
887480003123 NYLON LOCK <A>	5.97
NYLON LOCK NUT COARSE USS 1/4 ZINC	
030699000609 1/4X11/2HXL <A>	13.77
HEX BOLT 1/4X1-1/2	

SUBTOTAL	43.76
SALES TAX	3.06
TOTAL	\$46.82
XXXXXXXXXXXX6398 MASTERCARD	
AUTH CODE 082082/3583011	TA



0132 58 88102 12/02/2014 2174

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 90 03/02/2015  
THE HOME DEPOT RESERVES THE RIGHT TO  
LIMIT / DENY RETURNS. PLEASE SEE THE  
RETURN POLICY SIGN IN STORES FOR  
DETAILS

Edges secured with tape

Multiple receipts on  
one page okay



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CONTACT STORE MGR  
ERIC J. BURNS@HOMEDEPOT.COM

6861 00059 94835 10/30/14 09:17 AM  
CASHIER SELF CHECK OUT - SC0159

885911355689 7PCRLNSL <A>	9.97
DEWALT 7PC MAXFIT RAPID LOAD SET	
MAX REFUND VALUE \$8.97	
10% off Military Discount	-1.00
MUST RETURN ALL ITEMS FOR A FULL REFUND	

SUBTOTAL	8.97
SALES TAX	0.63
TOTAL	\$9.60
XXXXXXXXXXXX2546 DISCOVER	
AUTH CODE 030598/6593891	TA





ATLANTA  
686 11th St NW  
Atlanta, GA 30318  
(404) 875-9940 FAX (404) 875-5362

# INVOICE

UPC VENDOR	INVOICE DATE	INVOICE NO.
000000		3308682-0
P.O. NO.		PAGE #
CC		1

CUST # 100000  
SHIP TO: ALAC DELANY  
4047237184  
....., GA 00000

REMIT TO: 821 Progress Center Court  
Lawrenceville, GA 30043

BILL TO: CASH SALE ACCOUNT  
ALL SALES FINAL

INSTRUCTIONS		TERMS
ALAC		Cash Only
SHIP POINT	SHIP VIA	SHIPPED
Johnstone Supply Atlanta	CUSTOMER P/U	04/14/15

ALL SALES OF ELECTRICAL ITEMS ARE FINAL

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY BACK ORDERED	QUANTITY SHIPPED	QTY. UM	UNIT PRICE	AMOUNT (NET)
1	B12-401 CD2028 1/4"MX1/2" F ACME ADAPTER ACME 1/4MX1/2F	1	0	1	EACH	11.03	11.03
1	Lines Total	Qty Shipped Total		1	Total		11.03
					Taxes		0.88
					Payment		11.91
					Invoice Total		0.00

JOHNSTONE SUPPLY  
686 11TH ST  
ATLANTA, GA 30318  
04/14/2015 14:42:09  
CREDIT CARD  
VISA SALE  
CARD # XXXXXXXXXXXX1296  
INVOICE 0028  
SEQ #: 0028  
Batch #: 000523  
Approval Code: 014215  
Entry Method: Swiped  
Mode: Online  
SALE AMOUNT \$11.91

CUSTOMER COPY

Payment  
confirmation  
attached separately

Cash Discount 0.00 If Paid Within Terms

Last Page

1. All returned merchandise is subject to a 15% restocking charge.
2. A finance charge of 1 1/2% per month, annual percentage rate of 18%, will be charged on all past due accounts.
3. The seller's liability for merchandise sold on this invoice is limited to replacement, repair or credit, at our option.
4. Our liability for defective merchandise is limited to the warranty offered by the manufacturer of the product.
5. Manufacturer's part numbers are intended for identification only and are not represented as being manufactured by the manufacturer of the original equipment.
6. Prices charged on this invoice do not exceed the seller's selling prices established pursuant to applicable laws and regulations.

*alea*  
The Apr 2015/04/14/15 15:42:09

## Questions?

<http://www.procurement.gatech.edu/payables>

### ME Finance Office Contact Info:



**Essie Reynolds**  
Financial Administrator I  
*Finance*

MRDC 3204  
essie.reynolds@me.gatech.edu  
T: 404.385.1111



**Darren Nowell**  
Financial Administrator Lead  
*Finance*

MRDC Building, Room 3204  
darren.nowell@me.gatech.edu  
T: 404.385.4343