Senior Design Project Purchases and Reimbursements Guidelines and Rules

This document outlines the following information:

- Site Visits to Your Sponsor
- Reimbursements for Travel
- Purchases over $50 and Purchases under $50
- Receiving Reimbursement for Purchases
- Process for Having Cindy Make Purchases (Purchases over $50)
- Non-refundable Expenses (READ PRIOR TO MAKING PURCHASES!!!)
- Conference rooms for meetings and sponsor teleconferences/SKYPE
- RIMS Accounts
- 3D Printed Parts from an Outside Source
- Software Purchases and Using Subcontractors

Team Budget: $1000 to be used for materials, supplies, and limited travel expenses.

To receive reimbursement for expenses, students must submit actual, itemized receipts. Credit card receipts alone are not acceptable.

<table>
<thead>
<tr>
<th>Travel reimbursement forms and petty cash reimbursements</th>
<th>will be accepted on Tuesdays and Thursdays only 8:30 a.m. to 4:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material requests forms</td>
<td>can be submitted anytime via email to Cindy (preferred) or in person.</td>
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All forms mentioned in this document can be found on the Learning Factory website under the Student Tab [http://www.lf.psu.edu/Students/forms.aspx](http://www.lf.psu.edu/Students/forms.aspx)

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Site Visits to Sponsor – What do I do?

1. Prior to the first visit, complete the Emergency Contact form and email a copy to your instructor and Cindy.
2. HOTEL (if applicable): Students should make and pay for their hotel accommodations and then request reimbursement upon return. Double-up in one room when possible. Submit detailed/itemized 'paid' hotel receipt.
3. MEALS:
   a. Students will receive reimbursement for meals for overnight site visits ONLY and are in excess of $10.00 (total of all meals). Meals purchased within 30 miles of State College will not be reimbursed.
   b. Group meals are not permitted. Each student must buy their own meals and request reimbursement.
   c. PSU allows up to a 20% tip.
   d. The University has a meal per diem policy. This means, there is a maximum in which you can be reimbursed and it varies based on where and when you traveled. For your reference, the Federal rules governing per diems are here [http://travel.psu.edu/travel-tools > Reimbursement Rates > U.S. General Services Administration Per Diem Rates for CONUS Meals & Incidentals](http://travel.psu.edu/travel-tools > Reimbursement Rates > U.S. General Services Administration Per Diem Rates for CONUS Meals & Incidentals). A handy tool can be found here: [http://www.gsa.gov/portal/category/26429](http://www.gsa.gov/portal/category/26429)
4. TRANSPORTATION (two options): You can use your own vehicle or you can use a rental car. See below.

   a. Use your own vehicle. Mileage or gas receipts (whichever is cheapest) are reimbursable on personal vehicles with a starting point of State College, PA, to the address of the sponsor company, and back to State College, PA. Mileage reimbursement rate is currently $.53.5 cents per mile.
   b. Rent a car. PSU WILL ONLY REIMBURSE RENTAL CARS FROM NATIONAL or ENTERPRISE. Use the Big Ten Corporate Discount Number (XZ40034) when reserving a vehicle. When picking up the vehicle, students must present a letter of authorization signed by the renter's supervisor/instructor, on Institution letterhead, which states the purpose of the rental and specifically indicate that the vehicle will be used for an official Institution function or purpose. Students must also have a valid credit card. Students age 18-20 shall be restricted to rentals of Economy, Compact, Midsize/Intermediate, Standard, Full Size, Minivan and Intermediate/Midsize/Standard SUV vehicle classes. Reimbursement for the vehicle will include basic cost of rental car, applicable taxes, young driver fee, and only the days you traveled for the project. Additional coverage is not necessary and any additional coverage voluntarily purchased by the driver will NOT be reimbursed (e.g. damage waiver, liability fees, roadside assistance fees, etc.). If you return after the agency is closed, they have drop boxes for the keys. Rental of the car beyond your actual travel dates will not be reimbursed so if you keep the car an extra day(s), you will not receive reimbursement for those days.
Reimbursement For Travel – What do I do to get reimbursed? Read each step.

Within 30 days after traveling, bring the original receipts and appropriate travel reimbursement form (one per trip) to 314 Leonhard. DO NOT EMAIL YOUR FORM AND RECEIPTS to Cindy.

If you are an employee of PSU (RA, TA, Wage Payroll):
1. Complete the Employee Travel Reimbursement Form
2. Submit itemized receipts (meals, rental car, hotel, tolls, parking, etc.)
3. If requesting personal mileage reimbursement, submit directions from Googlemaps or Mapquest to prove the distance driven. These will be kept on file.

If you are NOT an employee of PSU:
1. Complete the NON-Employee Travel Reimbursement form and be sure to choose one of the three circles at the very top of the form. You may be required to complete a Non-Employee Information (NEI)*.
2. Submit itemized receipts (meals, rental car, hotel, tolls, parking, etc.)
3. If requesting personal mileage reimbursement, submit directions from Googlemaps or Mapquest to prove the distance driven. These will be kept on file.

*Note to international students, Section III of the VISIT form might require you to submit a copy of additional documentation (e.g. I94, etc.). Please read it carefully.

Purchases - What do I do?

Purchases over $50: Cindy will not make purchases from Gearbest, eBay, and vendors outside of the US and Canada. Students may do so, however, it will be at their risk and the TOTAL purchase must be under $50. If you choose to make the purchase and it exceeds $50, you will receive a reimbursement UP TO $50. Cindy will make purchases from Hobby King as long as the items are coming from the US Warehouse.

1. Complete a Material Request Form for each vendor and email it to Cindy.
   a. Amazon is considered one vendor even if items are from different vendors through Amazon. Only one form is needed for Amazon. Include the name of the vendor, the Amazon ASIN number found under Product Information (usually begins with a B), and a URL to the item.
   b. All orders will be shipped standard ground unless requested otherwise. PSU does not have Amazon Prime however, it does have an Amazon business account and receives free two-day shipping on orders over $49 and tax exemption on items sold by Amazon.com LLC and participating 3rd parties.
2. Cindy will forward to you the order confirmation, the shipment confirmation, and notify you when the items have been delivered to 314 Leonhard Building. Anyone from the team can pick up the packages.
3. Orders from Lowes or Home Depot:
   a. Can be called in by Cindy and picked up by students. You need to tell her if you want to pick up the order.
   b. Can be ordered online by Cindy and picked up by students.
   c. Students can go to the store, pick up the items, go to Customer Service (CS), and have CS call Cindy at her office to receive the credit card number over the phone. With this option, you will need to preplan with Cindy to make sure she’s at her desk when your team goes shopping.

Purchases under $50: This policy is $50 (incl. shipping and tax) per student, per vendor, per day. For example, students can go to Walmart, Target, and Radio Shack all in the same day and make $50 purchases at each location as long as each receipt does not exceed $50. **Splitting up the purchases and receipts from one vendor in the same day IS NOT ACCEPTABLE if the day’s total exceeds $50.** HINT: Split up the items among your teammates and checkout and pay separately.

3D Printed Parts: Students should work directly with the vendor. This includes setting up an account with their website, submitting the files, and paying for the parts (even if the parts exceed $50). Talk to Cindy first.

Reimbursement for Purchase of MATERIALS UNDER $50 – What do I do to get reimbursed?

1. Submit to Cindy a Petty Cash form with itemized receipts. (Accepted Tue. & Thur. 8:30am – 4pm)
2. One form can be used for multiple receipts. Be specific but brief with a ‘generic description’ on the form (e.g. nails, glue, nuts, bolts, pvc pipe, boards.) Do not include dimensions when entering the description. List an item only once even if it appears more than once on the receipt.
3. All receipts must be original and itemized, submitted within 30 days, contain vendor name and address, date of purchase, description of items, and proof of payment.
4. Each student must come for their own reimbursement.
5. Petty cash should be requested once a week but no more than 30 days after the purchase.
Software Purchases – **YOU CANNOT MAKE SOFTWARE PURCHASES**. University Policy states that software purchases must get prior approval, therefore, all software purchases must be requested through and made by Cindy. She also needs confirmation or approval from the sponsor and instructor that the software is *required* in order to complete the project. Complete a Materials Request Form or send an email and include the exact use/need for the software and a URL link to the software. She will then request approval. Please allow time for the approval.

**SUBCONTRACTORS - PAYMENT TO VENDORS WHO ARE PROVIDING A SERVICE**

**IMPORTANT** Only Penn State can pay a subcontractor/vendor for providing a SERVICE. (This is different than purchasing an item.) **Students cannot pay for services, regardless of the amount.** It can take at least 7 business days until the vendor receives payment.

| What is required on the invoice? Date, vendor name, address, phone number, contact person, tax exemption number if applicable, social security number if applicable, detailed description of the work performed, hourly rate if applicable, and total amount due. |

**Learning Factory (LF) Charges:** When you use certain equipment and materials in the LF, the charges will be entered into the LF billing system by the staff and will be deducted from your budget at the end of the semester. Tell the LF staff you are working on a capstone project and provide them with the name of your project and sponsor company. They will find it in the billing system and charge your team accordingly.

**Non-Refundable Expenses:**
- Food/meals for sponsor or team meetings.
- Meals while on travel unless you meet the criteria listed in the Site Visits to Sponsor section.
- Taxi service in the State College area UNLESS your sponsor is located in State College.
- **All** clothing or shoes. Team shirts are NON-REFUNDABLE even if your sponsor or instructor suggest it.
- Give-a-ways, trinkets, gift cards, etc. for focus groups or any other recipient.
- Mileage to and from rental car agency.
- Voluntary coverage on rental cars (e.g. damage waiver, liability fees, roadside assistance fees, etc.).
- Rental of the car outside of your travel dates. For example, if you return after the agency is closed, all of them have drop boxes for the keys. Therefore, rental of the car beyond your actual travel dates will not be reimbursed. If you keep the car an extra day(s), you will not receive reimbursement for those days and you will not be covered under PSU for those days. **If you need to pick up the car the evening prior to your trip, please contact Cindy to first discuss this.**

**Returning Unused or Incorrect Items:** Cindy will process all returns and exchanges for teams. All unused or incorrect items should be returned to the vendor for a refund even if the project is under budget. Students must research vendors return/exchange policy, package up the items, (HINT: Keep original packaging until you are sure item is going to work.), provide the return shipping address and any pertinent information that the vendor requires. Credit will be issued to the team’s budget, however, any expenses incurred to return the items will deducted from the team’s budget.

**RIMS Accounts:** When setting up a RIMS account, you will need to contact Cindy Winkelblech for the information.
Instructions for Reserving Conference Rooms

Conference Rooms for Calls to Sponsors: Students can reserve conference rooms in Engineering Services Building in The Learning Factory, Leonhard Building, and throughout the University. You will receive an email from Cindy with the instructions.

- Libraries: Use URL: http://reservations.psu.edu
- Conference Rooms Throughout the University: Use 25Live/Collegenet (see below).
- 312 Leonhard Building – capacity 16 - equipped with a conference phone only - Use 25Live/Collegenet (see below).

To reserve using CollegeNet: https://25live.collegenet.com/psu
- You will need to log into 25live/CollegeNet and allow 24-48 hours until your profile populates before you will be able to schedule a room. Check with a teammate, perhaps they’ve already used the system.
- Click on Event Wizard
  o Event Name – Enter your sponsor company name (Ex. Central PA 2, Ford 3, PSU MNE 1)
  o Event Title – Enter your capstone course number and section
  o Event Type – Choose “Meeting”
  o Sponsoring Organization – Choose Types → Academic Department → Your undergrad department
  o Occurrence – Follow the instructions based on your needs. NOTE: If you choose “Yes” for more than one occurrence, you will be prompted for the event end date on the next screen AFTER you enter the event start date.
  o Comments Section – Enter any relevant information you feel the approver needs to know
- You will receive an email confirmation of your request and then another one when it has been confirmed or denied.

- 121 Engineering Services Building (located in The Learning Factory) – capacity 8 - equipped with a conference phone and SKYPE capabilities.
  - You must send your request to Cindy at ckb2@psu.edu. EACH TIME you request to use this room, provide the name of your sponsor company name (e.g. Boeing 1, Dresser Rand 2, GM1), two time preferences in the event your first choice is not available, and indicate the duration of time needed (e.g. 9:00 to 9:30 am). International teams are encouraged to use SKYPE and other Internet-based communication methods. Calling an overseas land line is approximately 0.69/minute versus a cell phone which is between $7-$10/minute.