Using your grant money-FAQs

How do I get my reimbursements? Reimbursements typically take up to 10 business days. You will receive your reimbursement in one of two ways: 1) Mailed to the mailing address you have on file with the school. Check this in webcentral if you are unsure. Holly cannot change the mailing address for you, you need to do so in webcentral. 2) Direct deposit. If you are signed up for reimbursement direct deposit, the funds will be sent directly to your bank account. Reimbursement direct deposit is different from payroll direct deposit if you work on campus. If you have received direct deposits from the Bursar’s office you are set up. To set up direct deposit follow these instructions- http://www.du.edu/bursar/direct_deposit.html

What do I need to submit to get reimbursed? Original, detailed, itemized receipts. If you received the receipt via email, forward that email to Holly at holly.mackenzie@du.edu. If you received a physical copy, drop it off to Holly’s mailbox, taped to an 8x11 sheet of paper with your name and ID. If you have receipts in any other language than English, please include notes of what the receipts are. The receipts must show the who, what, where, when, how much was paid! You cannot scan or fax a receipt in, the actual receipt needs to be dropped off or mailed.

I only kept a credit card receipt, can I use that for reimbursement? - NO. The credit card receipt only shows the total amount paid, it does not show what was purchased. You need to save the original, detailed, itemized receipt showing what was purchased to receive a reimbursement.

Can I give you a Bank or credit card statement for my reimbursement? – NO. In order to process a reimbursement, the accounts payable office needs a receipt-the who, what, where, when, how much was paid. A bank or credit card statement is not sufficient and cannot be used to process a reimbursement. It must be the original receipt that you received. If you received a receipt via email you can forward that email to Holly holly.mackenzie@du.edu. If you received a physical copy, that receipt needs to get to Holly’s mailbox. You cannot scan or fax it in, the actual receipt needs to be dropped off.

I used a Taxi to get to the airport/purchased materials from a flea market/ etc. but they didn’t give me a receipt, can you give me money for this? - NO. Ask for a receipt. They may not customarily give out receipts, but you need to collect something showing the who, what, where, when, how much was paid.

Is there anything I cannot be reimbursed for? Yes! Certain taxes, alcohol, on-campus dining, individual services and travel insurance. Holly can give you the DU tax exempt form for purchases so you do not have to pay tax. Present the tax exempt number to the vendor immediately. Taxes on consumable items-airfare, hotel, food-can be reimbursed so you do not need the tax number. On campus vendors can be paid through a charge slip. This allows the vendor to charge the URC directly so you do not need to use your own funds. If you do use your own funds, you will have to return the items and re-purchase with the charge slip. Save yourself time and hassle by speaking with Holly first. Individual services are discussed in another FAQ, Holly will pay these individuals directly. If you are unsure, contact Holly at holly.mackenzie@du.edu or 871-4301.
How long are my grant funds available for?- The grant funds are available to you during the timeline you indicated in your grant proposal. You need to get all receipts in to Holly by the end of your project or June 1st, whichever comes first. If you received a travel grant, all receipts must be to Holly within 30 days of your return.

Who is paying for my stuff? You or your department are purchasing your supplies and travel expenses. The URC office does not purchase supplies or travel for students. You must talk with your faculty partner, do not assume the department will purchase supplies for you. If your department cannot purchase your supplies, it is your responsibility to purchase items and submit your receipts to Holly.

What happens to the supplies I purchase?- If you purchase consumable items- lab materials, copies, notebooks, anything with a one-time use, they are yours to keep. If you purchase non-consumable equipment- camera lenses, computers, recording equipment, books, DVDs, etc. things that can continue to be used, these are returned to your department. You do not get to keep these items.

I want to pay lab participants in cash or gift cards, is this possible? YES. Please contact Holly as soon as you are awarded a grant to discuss these options. There may be additional paperwork for lab participant funds, so contact Holly ASAP.

How do I pay people for services i.e. playing violin, transcribing, translating etc.? Contact Holly. You should NOT pay anyone for a service, Holly cannot reimburse this. These individuals need to be set up as vendors in the DU system and need to fill out tax paperwork, even if they are current students/employees. Once the paperwork is complete, the individual will be assigned an ID number, if they don’t already have one. The individual will need to create an invoice (who, what, where, when, how much should they be paid) submitted to Holly. Holly will then use this invoice to pay the individual directly.

I am traveling, is there anything special I need to do? YES. Check in with Holly. Domestic travel does not have additional steps, but it is possible you may qualify for a per diem rate. Check with Holly before purchasing anything. If you are traveling Internationally, you need to register for SOS. The University has purchased a membership, it is at no cost to you. Once registered, you are listed as a traveler so if any evacuation was necessary, the United States knows you are there. Also, if you needed medical assistance you can call SOS representatives to locate clinics and hospital. It is not insurance, it is only a resource to connect you to appropriate medical centers. There is also information available about the country you may be traveling to. The website is here-[http://www.du.edu/intl/abroad/international_sos.html](http://www.du.edu/intl/abroad/international_sos.html) and DU’s log in is 11BSGC000067

I am proposing to travel Internationally, does the location affect the approval of the grant? YES, It can. Any International travel proposal is reviewed by the International Student and Scholar Services office and Risk Management. If there are any warnings or travel restrictions to the locations you are proposing, the ISSS/Risk Management will not sanction travel for University sponsored events. But I have duel citizenship/am from another country so I’m ok to travel to ____ location! As a citizen, yes you may, but the University cannot sanction (i.e. sponsor and pay for) travel to ____ area so your grant
will not be approved. If this situation happens, Holly will contact you and allow you to resubmit an application without the travel, or with travel to a new location.

**I am going abroad for my project, can you pay for my Travel insurance?** - NO. It is a University policy that we cannot reimburse travel insurance.

If you have ANY budget questions, please contact Holly at holly.mackenzie@du.edu or 871-4301. You can also schedule an appointment when you contact Holly. It is better to ask first than do the wrong thing and make more work for yourself!