



SHIPPENSBURG
UNIVERSITY

Institute for Public Service
and Sponsored Programs

REIMBURSEMENT GUIDE for Undergraduate Student Research Grants

This is a guide to help grantees for the 2024-25 Undergraduate Research Grant Program to use the correct forms for reimbursement for each type of transaction.

Questions? Email ugrgrants@ship.edu.

PRE-TRAVEL REQUEST FORM

*******Before** you travel, complete the **Travel Request Form**. Include your **estimated** travel costs. This form is required by the University for liability purposes.

Travel Request Form link: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:c86efdd5-1780-339a-a042-9791cb0a3272>

Signatures needed as follows: In the Sequential Authorizations section, sign on line 1 “Traveler” and obtain your Faculty Mentor’s signature on line 2 “Chairperson or Supervisory.” Once the **Travel Request Form** has these signatures, then:

Submit completed, signed forms to Kim Taylor at ugrgrants@ship.edu

POST (After) TRAVEL

After you return from your grant-funded trip, you will be reimbursed for eligible costs by submitting the **Shippensburg University Foundation Grant Expenditure Request form** along with **all receipts** paid for air travel, meals (up to \$40.00 per day), conference registration, private car mileage, and tolls. Both student and faculty mentor need to sign. Once all this is completed, forward to **Kim Taylor at ugrgrants@ship.edu** for processing your reimbursement.

Grant Expenditure Request form link: <https://www.ship.edu/globalassets/ipssp/grant-expenditure-request-form-24-25.pdf>

REIMBURSEMENT FOR ALL SUPPLIES AND MATERIALS PROCESS:

Complete the **Shippensburg University Foundation Grant Expenditure Request** form. **Provide all receipts paid with this expenditure request**. Both student and faculty mentor need to sign. Once all this is completed, forward to **Kim Taylor at ugrgrants@ship.edu** for processing your reimbursement.

INELIGIBLE EXPENSES

- You cannot incur expenses for another person including your research advisor or other students.
- Any expense that is not accounted for on an original itemized receipt will not be reimbursed.
- No stipends or wages
- No course related purchases
- No equipment (electronic or laboratory devices; software purchases are typically not reimbursed)
- No faculty conference-related expenses; faculty field work travel expenses are permitted

- No gratuities
- No alcohol
- No books (unless titles are unavailable through library system)
- No membership fees (unless associated with conference registration that results in cost savings over non-member registration fees)
- No conference travel to only attend a conference; grantee must be a presenter