

Millersville University Student Research Grant Program

Guidelines for Expenditure of Your Student Research Grant Allocation

Date of Award: _____

Your allocation must be expended within one year from the date of this award letter.

The accounting and program codes for your award are _____.

These codes must be entered onto all travel requisitions, travel vouchers, purchase requisitions, or direct payment request (DP) forms. Your faculty sponsor or departmental secretary are familiar with these forms and will assist you in completing them.

Specific guidelines for the various types of expenditure are as follows:

1. **Travel:** Requests for travel reimbursement should be handled following University procedures. Travel Approval Request Forms (with your special accounting and program codes entered) should be completed in advance. This form should be signed by you, your department's chairperson and then sent to Dr. Victor S. DeSantis in the Office of Graduate and Professional Studies for final approval. After travel has taken place, a Travel Expense Voucher must be prepared. Please do not forget to attach **Original** (No copies allowed) receipts. **RECEIPTS MUST INCLUDE NAME AND ADDRESS OF VENDOR OR HOTEL, DATES, DESCRIPTION AND AMOUNT PAID.**

The Travel Expense Voucher must be signed by you, your Department's Chairperson and then to Dr. DeSantis. It will then be sent to the Purchasing Office to process the reimbursement of the expenses. For more information on travel requirements, please seek assistance from your departmental secretary, or go to the MU Purchasing Office's web site:

[http://MUweb.Millersville.edu/~purchase/employee travel.html](http://MUweb.Millersville.edu/~purchase/employee%20travel.html).

2. **Other Types of Expenditures:** All supplies, equipment, and software for example, must be procured in accordance with the University's purchasing regulations. If your purchase is \$400 or less, in many cases, use of the Direct Payment Form (DP) will be appropriate. **BE ADVISED THAT USE OF THE DIRECT PAYMENT REQUEST FORM WILL REQUIRE THE SUBMISSION OF AN ORIGINAL INVOICE OR ORIGINAL RECEIPT** and will require the signatures of the department chairperson and Dr. DeSantis. Please seek either the assistance of your departmental secretary or the MU Purchasing Office in advance should you have any questions concerning the University's procurement process.