

## Capstone Reimbursement Process

Select one person per team to manage the reimbursement paperwork. This person will receive the reimbursement payment and distribute to rest of team members.

(Note: Even though one person will handle all the paperwork, please provide a roster of all team members with your reimbursement package.) Once your paperwork is completed, meet with Luci for final review and to turn in finalized reimbursement packet.

1: Collect all receipts - cash register receipts must be taped flat to 8.5x11 paper  
2: Original receipts are required for reimbursement, and each receipt must have proof of payment on the receipt and/or invoice

3: Team contact will need to fill out Payee Info on the AP form:

Student name

Address where check will be mailed, including after graduation.

Phone

E-mail

AP Form can be found here: <https://goo.gl/HJJTfW>

4: Items allowed for reimbursement:

- Supplies and materials used for prototype/model/mockups directly related to the project
- Consumable expenses for team branding at the expo (like posters, printing, etc.)
- Provisional Patent Filing Fees and t-shirts for non-industry sponsored teams may be reimbursed.
- For industry sponsored teams, please check with your sponsor if they will provide company shirts to wear during the expo. Companies are NOT required to do so, but ask. (Remember we now have an embroidery machine in the Invention Studio if you want to monogram shirts for your team.)

5: Items NOT allowed for reimbursement:

- Personal expenses of any kind cannot be reimbursed. Each individual charge will be reviewed. To prevent delays in reimbursement, please do not submit receipts that include personal items along with reimbursable items. (Ask for a separate receipt for that soda or chapstick!)

## **Reimbursement checklist:**

- 1: Contact for team
- 2: Team Roster
- 3: Capstone Reimbursement Form
- 4: All Receipts taped flat on 11x8.5 paper
- 5: Meet with Luci to review and hand in

## **General Information:**

Projects fall into 3 categories with differing reimbursement amounts:

1. 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.
2. Non-sponsored (Student) 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.
3. Projects sponsored by Faculty and Entrepreneurs (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.

After submitting your receipts and check request for reimbursement, it will take two weeks to process all requests. Once processed it can take up to a total of 30 business days before you will receive your reimbursement.

If the student submitting for reimbursement is graduating, then they should provide a non-Georgia Institute of Technology address as it will take at least two weeks to process the request, and this will be after the student's graduation date.

Reimbursements are handled on a first-come, first-served basis