Funding Protocol for Engaged Learning Programs

Engaged Learning funds student projects that are part of Engaged Learning programming. Students with approved projects in the categories below have access to the following funding amounts over a set duration of time.

- **Engaged Learning Fellowship** up to $2000 per student proposal, available up to one month prior to date of graduation
- **Big iDeas Pitch Contest** up to $1000 per winning pitch, available up to one month prior to next Demo Day Fair (approximately 3 months)
- **Big iDeas Business Plan Competition** up to $5000, available up to one month prior to next Demo Day Fair (approximately 11 months)
- **Clinton Global Initiative University Network** up to $600 for travel to annual CGIU meeting, available for spring meeting only, and up to $1000 for projects, available through December of year of project
- **Engaged Learning Professional Development** up to $1000 for Engaged Learning Fellows and Big iDeas students after completion of major project milestone to attend professional meeting, conference or event, available once during academic career up to one month prior to date of graduation
- **Undergraduate Research** up to $1000 per individual student researcher to attend professional conference, available once during academic year

Funding is for project production only and preferably through the reimbursement method.¹

Students are responsible for tracking their spending and submitting itemized receipts for reimbursement. An itemized receipt is the proof of purchase, the last step of a making a financial transaction, in person or online. The receipt is on vendor stationery and lists the items purchased, the amount per item and the total amount paid. See Appendix A - Sample Receipts, Acceptable.

Invoices and bank statements are not receipts and not reimbursable. See Appendix B - Sample Receipts, Not Acceptable.

The reimbursement process at SMU takes about 10 business days if funds are returned through direct deposit into a student bank account or a month if paid by a check sent to the student’s home address.

Three easy steps to get reimbursed:

1. Set up direct deposit. Bring voided check or an ACH form from your bank to the Engaged Learning office. Complete the SMU direct deposit form. Engaged Learning will submit on your behalf.
2. Manage your spending. Keep receipts of all purchases.
3. Submit itemized receipts to the Engaged Learning office. This can be done at any time through the duration of the project (see above) except for travel receipts which you submit within one week of return from travel.

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¹ No moneys may be used for:

- Tuition
- Salaries, per diem
- Meals, alcohol, entertainment
- Car rental, mileage and/or gas reimbursement
- Textbooks or other academic course materials, unrelated to project
- Personal computers, phones, other electronics, unrelated to project
- Personal housing meals, unrelated to project
APPENDIX A – SAMPLE RECEIPTS THAT ARE ACCEPTABLE
APPENDIX B – SAMPLE RECEIPTS THAT ARE NOT ACCEPTABLE

<table>
<thead>
<tr>
<th>Description</th>
<th>Units</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
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<td>$100.00</td>
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<tr>
<td>Item 2</td>
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<td>$50.00</td>
</tr>
<tr>
<td>Item 3</td>
<td>25</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Notes:**
- The packing slip includes详细信息 about the shipment.
- The invoice details the purchase of specific goods.
- Both documents illustrate the importance of clear and detailed receipts.