



FUNDING PROTOCOL FOR ENGAGED LEARNING PROGRAMS

Engaged Learning funds student projects that are part of Engaged Learning programming¹ Students with approved projects in the categories below have access to the following funding amounts over a set duration of time provided the student is enrolled full-time at SMU.

- 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, and up to \$1000 for projects, available up to one month prior to graduation
- 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 graduation
- Undergraduate Research up to \$1000 per individual student researcher to attend professional conference, available once during academic year

Purchasing travel or supplies is the responsibility of the student. The University prefers to reimburse students for their expenses.² Students are responsible for organizing their supply needs, tracking their spending, and collecting itemized receipts all expenses.³ Students then submit physical copies of all receipts to the Engaged Learning office either in person or online.

The reimbursement process at SMU takes about 10 business days for funds returned through direct deposit into a student's personal bank account or several weeks or months if returned by SMU-generated check sent to the student's home address registered on *my.SMU*.

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. List Engaged Learning in the department line. Leave form with Engaged Learning staff and Engaged Learning will submit the direct deposit on your behalf to SMU Accounts Payable.
2. Manage your spending. Keep receipts of all purchases.
3. Submit itemized receipts for purchases to the Engaged Learning office as is convenient (see above). If travel is included in your spending, submit travel receipts within one week of return from travel.

¹ No Engaged Learning funds 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

² Any student who cannot manage paying for CGI U expenses through the reimbursement method, please speak to Engaged Learning staff about arranging an alternative method for paying for expenses.

³ An itemized receipt is on vendor stationery that indicates proof of purchase - the item/s purchased, the amount per item and the total amount paid. Receiving the receipt is the last step of a making a financial transaction.

- See Appendix A for acceptable sample receipts.
- See Appendix B for unacceptable sample receipts. Invoices and bank statements are not receipts and not reimbursable.

APPENDIX A – SAMPLE RECEIPTS THAT ARE ACCEPTABLE

Rosetta Stone

Ship To:
 Rosetta Stone Ltd.
 135 West Market Street
 Reston, Virginia 20191 USA
 844-422-6166 | 800-788-0822
 Federal ID: 94-1629211

Ship To:
 Anna Landreanu
 Southern Methodist University
 3721 North Hall Street #102
 Dallas TX 75219
 United States

Bill: Anna Landreanu
To: Southern Methodist University
 3721 North Hall Street #102
 Dallas TX 75219
 United States

Invoice		
Number:	Date:	Page:
891804	14-NOV-16	1 of 1
Purchase Order:	Previous Trx Num:	
Sales Order:	Waybill Number:	
11941196	0	
Customer Number:	Site ID:	
810984	22118963	
Real Check To:	Electronic Payments To:	
Rosetta Stone Ltd	Rosetta Stone Ltd	
DEPT CH 19949	Silicon Valley Bank	
PALATINE IL 60015-9548	ABA (for wires/ACH): 121140399	
	Account: 330539984	

Terms:	Due Date:	Sales Person:	Ship Date:	Ship Via:	FOB Terms:
IMMEDIATE	14-NOV-16	Timothy D'Hagan	15-NOV-16	WPA	Origin
Bill To Attn:			Transaction Description:		
Anna Landreanu			Invoice		

Line	Line Description	ISBN	Qty	Unit Price	Extended Amount
001	English American SS Consumer PTO		9	225.00	2,025.00

PAID

Special Instructions:	Subtotal:	Tax:	Shipping:	Total:
	2,025.00	0.00	67.95	2,092.95
	Tax Registration Number:		Currency:	
			USD	

Please reference your invoice or statement with your remittance. Unless Buyer is exempt under applicable law, past due items are subject to a finance charge of 1.5% per month, which is an annual rate of 18.0%.
 The Rosetta Stone Product(s) described herein are provided pursuant to the terms and conditions of the Enterprise License Agreement set forth at <http://www.rosetta.com/usa/assets/pdf/enterprise-agreement.pdf>. Payment of this invoice indicates that Customer has read and agreed to the terms and conditions of the Enterprise License Agreement.

Philip Davis
 2513 Stanford Dr.
 Flower Mound, TX 75022

INVOICE

INVOICE #1
 DATE: OCTOBER 26, 2016

TO:
 Jason Waller

FOR:
 EMERGENT SERVICES WEB VIDEO

DESCRIPTION	HOURS	RATE	AMOUNT
Video vector graphics	8	\$35	\$250
Image Prep/Breakdown	7	\$35	\$250
Video Export Previews/Finals			\$0
	36.5		\$500
		Amount Due:	\$500
		AMOUNT PAID:	\$500
		TOTAL	\$0

