Operational 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 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. Students are responsible for organizing their supply needs, tracking their spending, and collecting itemized receipts all expenses. 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.

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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**

**Invoice**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>10</td>
<td>$100.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Item 2</td>
<td>5</td>
<td>$200.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

**PAID**

**Philip Davis**

**INVOICE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video vector graphics</td>
<td>6</td>
<td>$35</td>
<td>$210</td>
</tr>
<tr>
<td>Image prop breakdown</td>
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<td>$35</td>
<td>$245</td>
</tr>
<tr>
<td>Video Export Previews/Finale</td>
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<td></td>
<td>$0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.5</td>
<td>$550</td>
</tr>
</tbody>
</table>

**Due**

**Amount PAID:** $500

**TOTAL:** $0
APPENDIX B – SAMPLE RECEIPTS THAT ARE NOT ACCEPTABLE