



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.

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

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-emp.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

