WSGC Project Expense Form - Reimbursement Instructions

Team budgets must be submitted to WSGC as outlined in the award agreement letter in order for reimbursements to be issued. All costs associated with this program must be necessary and reasonable for this award, following all applicable WSGC regulations.

1. Make purchases.
   1.1. Teams should select one team member to oversee the budget, ensuring collective purchases/expenses do not exceed award amount.

2. Save all original digital and hard copy receipts.
   2.1. We recommend saving receipts in a folder until time of reimbursement submission.
   2.2. Number each receipt.
   2.3. Circle date and total on receipt(s).
   2.4. All purchase receipts must be itemized, detailing each item purchased.

3. Complete a Project Expense Form (see Tools and Tips on the WSGC website). If your expenses exceed the allotted space on form(s), print off a second form to add the remaining expenses. Do not list both supply and travel expenses on one form.
   3.1. Carefully read and follow instructions before completing form(s).
   3.2. List receipt(s) in numerical order.
   3.3. Identify date from each receipt.
   3.4. List name of Vendor/Store from each receipt.
   3.5. Describe the purchase from each receipt.
   3.6. Provide the total expended amount from each receipt.
   3.7. The "Total" box will automatically sum all receipts together - this is your total reimbursement being requested.
   3.8. Initial and date each receipt with date of reimbursement submission.
   3.9. Sign, date, and enter your phone number.
   3.10. Have your team lead and advisor complete their required signatures.

4. Submit the completed form(s) and receipts in one email by the due date(s) to:
   WSGC Accounts
   wsgc.accounts@carthage.edu
   (262) 551-6054

Do Not:
1. Submit partially completed forms.
2. Submit forms without all required signatures.
3. Submit forms past due date(s).
4. Submit "flat" per diem rate requests.

**An example of a filled-out Project Expense form and accompanying receipts can be found on the following pages
**PROJECT EXPENSE FORM**

To receive reimbursement, this form must be submitted by each team member who made a purchase.

**NOTE:** The team leader cannot be reimbursed for purchases made by team members and then distribute the money.

**Email Form and Receipts To:**

WSGC Accounts  
wsgc.accounts@carthage.edu  
(262) 551-6054

**Please Make Check Payable To:**

Name: Jane Doe  
Address line 1: 1234 Instruction Way  
Address line 2: Apt 401  
City, State, Zip: Kenosha, WI 53140

**Team Institution:**  
Test Team

<table>
<thead>
<tr>
<th>Recpt #</th>
<th>Date</th>
<th>Vendor/Store</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/21/22</td>
<td>Lowe's</td>
<td>Batteries, lighter, tape, glue, screws</td>
<td>$42.58</td>
</tr>
<tr>
<td>2</td>
<td>03/31/22</td>
<td>L&amp;M Fleet Supply</td>
<td>Washers, glue, quick links</td>
<td>$34.60</td>
</tr>
<tr>
<td>3</td>
<td>03/04/22</td>
<td>Adafruit</td>
<td>Servo motor, charger, gyroscope</td>
<td>$109.25</td>
</tr>
</tbody>
</table>

**TOTAL**  
$186.43

**REQUISITIONER STATEMENT:** I declare (under penalties of perjury) that this account of expenses is accurate and conforms to all applicable WSGC regulations. The expenses are actual, reasonable and were personally incurred in accordance to my award letter criteria.

**Team Member Signature**  
Jane Doe  
(123) 456-7890  
04/22/22

**Team Leader Signature**  
Susan Smith  
(234) 567-8901  
04/22/22

**Team Advisor Signature**  
John Doe  
(345) 678-9012  
04/22/22
<table>
<thead>
<tr>
<th>Item Description</th>
<th>QTY</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2563U53 MASONRY FENDER 3/4&quot;X1/2&quot;</td>
<td>4</td>
<td>8.25</td>
<td>33.00</td>
</tr>
<tr>
<td>3112655 QUICK LINK ZINC BODIES</td>
<td>5</td>
<td>3.25</td>
<td>16.25</td>
</tr>
<tr>
<td>23-96 E Quick Link Zinc Bodies</td>
<td>5</td>
<td>1.99</td>
<td>9.95</td>
</tr>
<tr>
<td>23-96 E Quick Link Zinc Bodies</td>
<td>1</td>
<td>2.99</td>
<td>2.99</td>
</tr>
<tr>
<td>7030450826</td>
<td></td>
<td>34.50</td>
<td>34.50</td>
</tr>
</tbody>
</table>

Total: 34.50
INVOICE NO. 2797183

DATE ORDERED: Friday, 04 March, 2022
PAYMENT METHOD: Credit Card

<table>
<thead>
<tr>
<th>PRODUCTS</th>
<th>INFO</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4) Analog Feedback Servo</td>
<td>PID: 1404</td>
<td>$14.95</td>
<td>$59.80</td>
</tr>
<tr>
<td>(1) PowerBoost 1000 Charger – Rechargeable 5V Lipo</td>
<td>PID: 2465</td>
<td>$19.95</td>
<td>$19.95</td>
</tr>
<tr>
<td>(1) Adafruit ICM-20649 Wide Range ±30g ±4000dps 6-DoF IMU</td>
<td>PID: 4464</td>
<td>$14.95</td>
<td>$14.95</td>
</tr>
</tbody>
</table>

Sub-Total: $94.70

United Parcel Service (1 pkg x 0.65 lbs total) (UPS GROUND):
Shipping: $14.55

Total: $109.25

1Z71EY050393838304