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:
   Megan Goller
   mgoller@carthage.edu
   (262) 551-6237

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**
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.

<table>
<thead>
<tr>
<th>Rcpt #</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.

Signed by:

**Team Member Signature**

**Team Leader Signature**

**Team Advisor Signature**

__________
Jane Doe

__________
Susan Smith

__________
John Doe

_____ (123) 456-7890 ___________ 04/22/22
Phone #

_____ (234) 567-8901 ___________ 04/22/22
Phone #

_____ (345) 678-9012 ___________ 04/22/22
Phone #
L&M FLEET SUPPLY

"Quality at a Discount"
10680 State Hwy 27/77
Hayward, WI 54843
715-934-2300

Online Bill Pay And eStatements Now Available! Check out details at www.lmsupply.com

<table>
<thead>
<tr>
<th>PROD ID</th>
<th>QTY</th>
<th>UM</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASHER FENDER 3/8X1-1/2</td>
<td>3</td>
<td>EA</td>
<td>1.89</td>
<td>5.67</td>
</tr>
<tr>
<td>GORILLA GLUE EPOXY 5MINSET .85OZ</td>
<td>4</td>
<td>EA</td>
<td>5.99</td>
<td>23.96</td>
</tr>
<tr>
<td>QUICK LINK ZNC BCODE 1/4&quot;</td>
<td>2</td>
<td>EA</td>
<td>1.49</td>
<td>2.98</td>
</tr>
<tr>
<td>QUICK LINK ZNC BCODE 5/16&quot;</td>
<td>1</td>
<td>EA</td>
<td>1.99</td>
<td>1.99</td>
</tr>
</tbody>
</table>

SUBTOTAL: 34.60
Tax: .00
TOTAL: 34.60
L&M Charge Account: 34.60

# of Items Sold = 4
Qty of Items Sold = 10

03/31/22 15:22:22 00B 70300459008
8000012300

Shop online at lmsupply.com

Sign up to receive our Weekly Ad in your email at signup.lmsupply.com

Thank you for shopping at L&M Fleet Supply!

Online Bill Pay And eStatements Now Available! Check out details at www.lmsupply.com
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)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analog Feedback Servo</td>
<td>PID: 1404</td>
<td>$14.95</td>
<td>$59.80</td>
</tr>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PowerBoost 1000 Charger – Rechargeable 5V Lipo USB Boost @ 1A</td>
<td>PID: 2465</td>
<td>$19.95</td>
<td>$19.95</td>
</tr>
<tr>
<td>(1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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
Tax: $0.00

Total: $109.25

1271EY050393838304

4/22/22