NASA
WISCONSIN SPACE GRANT CONSORTIUM

WSGC Individual Expense Reimbursement Instructions

All costs associated with this program must be necessary and reasonable for this award, following all applicable WSGC regulations.

1. Make purchases(s)
2. Save all original digital and hard copy receipts.
   - 2.1. We recommend saving receipts in an envelope or folder until time of reimbursement submission.
   - 2.2. Number each receipt. (ex. 3, 4, 5, 6,)
   - 2.3. Circle date and total on receipt(s). (ex. 3, 4, 5, 6)
   - 2.4. If food or lodging receipts cover more than one person, list participant names on receipt(s). (ex. 3)
   - 2.5. Itemized restaurant receipts are required. If purchases are made on a credit card, a signature copy must be included. (ex. 3)
   - 2.6. Tips over 20% will not be reimbursed.
   - 2.7. All purchase receipts must be itemized, detailing each item purchased. (ex. 6)
3. Complete an Individual Funded Program Expense Reimbursement Form (see Tools and Tips on the WSGC website). If your expenses exceed the allotted space on form, print off a second form to add the remaining expenses.
   - 3.1. Carefully read and follow instructions before completing form.
   - 3.2. List receipt(s) in numerical order on the form. (ex. 1)
   - 3.3. Identify date from each receipt. (ex. 1)
   - 3.4. List name of Vendor/Store from each receipt. (ex. 1)
   - 3.5. Describe the purchase from each receipt. (ex. 1)
   - 3.6. Provide the total expended amount from each receipt. (ex. 1)
   - 3.7. Add all receipts together for a total reimbursement request. (ex. 1)
   - 3.8. Sign and Date Summary Expense Report. (ex. 1)
   - 3.9. Print out a Google map for verification of personal vehicle mileage ($.51 per mi). Circle the total miles. The mileage rate includes fuel costs. Gas receipts will only be reimbursed for rental vehicle travel. (ex. 2)
   - 3.10. Attach (staple) receipts and Google map to the reimbursement form(s) in numerical order.
4. Submit the completed form(s), receipts and Google map(s) via USPS postmarked by the due date(s) to:

ATTN: Lisa Crumble
Wisconsin Space Grant Consortium
Carthage College
2001 Alford Park Drive
Kenosha, WI 53140

4.1. Reimbursements will not be honored if postmarked after due date(s).

Do Not:

1. Submit unattached receipts.
2. Submit partially completed forms.
3. Submit forms without all required original signature.