

Funding Request Information

Students may submit Funding Request Forms after receiving their award letter.

The Funding Request form is required. *No purchases will be made without this form.*

- All requests to use your budget funds **must be** directly related to and necessary for your project and approved by Dr. Baker **before** the money is spent.
- If you are requesting materials that are not in your original budget, an explanation why you are requesting a change is required.
- You are required to complete the Funding Request Form, not your faculty mentor.
- A purchase requisition will be processed once the forms have been received.
- Items will only be ordered after **all** required signatures have been received.
- If physical materials are ordered, they will be delivered to the Loughheed Center for Applied Learning. You will be notified when your order has arrived and can make arrangements for pick up or delivery.

Duplicating requests: You must get a written estimate from Central Printing and have that estimate approved before ordering printing.

Travel:

- The travel requisition and justification form must be completed and signed by the traveler and their faculty mentor.
- The travel requisition must be sent to Annette before spending any money.
- If the travel is to attend a conference, a flyer and any other information must be submitted with the requisition.
- **When making hotel reservations, you must request the state rate.** Please check this site, <https://www.gsa.gov/travel/plan-book/per-diem-rates> to find the lodging rates. (**Do not** use the Meals & Incidentals on this page as they are for federal employees only.)
- The Report of Travel expenses must be submitted with receipts for all expenses (including gas, airline tickets, conference fees, and meals) in order to receive reimbursement.
- All receipts for meals **must be itemized** – the credit card receipt which shows a total is not sufficient. Request a copy of the itemized meal receipt if you are not given one.
- If we do not receive a receipt, you will not be reimbursed.
- SUNY Potsdam **will not** reimburse for alcohol purchases. There are no exceptions to this rule.

Reimbursement deadline:

- If you need to be reimbursed as quickly as possible, all receipts must be received in our office no later than **Thursday at 11 a.m.** in any given week.
 - This gives our office time to prepare a check request, obtain signatures and send check request to the foundation office for processing. We suggest that you begin this process before Thursday, as it often takes longer to get the details together than you would expect!
- Paperwork received after Thursday will be processed the following week.

If you have any questions, please contact Annette at kelleyar@potsdam.edu or appliedlearning@potsdam.edu call 315-267-2344

- **No on-line purchases are allowed by students and faculty.**
- **Absolutely no purchases or travel can happen without prior approval.**
- **If any purchases or travel are made without prior approval, there is the possibility that you may not be reimbursed and will be reviewed on a case-by-case basis.**
- **Any last-minute requests for purchases or travel will be determined on an individual and as needed basis.**
- **All equipment purchases become the property of the Loughheed Center for Applied Learning at SUNY Potsdam.**