



GUIDELINES AND SPENDING REGULATIONS FOR
CISE AWARDS
2014-2015

Travel - All travel-related expenses *must be reimbursed no later than May 15, 2015*. Any travel over \$500 must have a travel authorization processed prior to the travel date. Please see Lynda Capaccio *before* you travel to get the rules and regulations of travel. Normal processing of reimbursement after the travel will be followed using the state guidelines and per diem rates. Note that Lynda will **not** be filling out Travel Authorizations; those should still be completed by the administrative assistant assigned to you for faculty support.

Purchasing Food Items - When planning an event involving food on campus, we must use our state contracted vendor, Aramark. Please check with Lynda Capaccio before ordering any food items for your event.

Reimbursing Faculty for Purchases - Please note that we are only allowed to reimburse an employee up to \$100 per purchase. The preferred method of purchase is using eVA or our departmental small purchase cards. Please contact Lynda Capaccio *before* you make these purchases to make sure we're following the state guidelines and are in compliance.

Supplies, Equipment, Software - We must use eVA or a departmental small purchase card for these type of orders. We should choose a registered eVA vendor when at all possible. Please remember to include your shipping cost in with your budget proposal.

REMINDER - ANY EQUIPMENT PURCHASED WITH THESE FUNDS REMAIN THE PROPERTY OF CISE

Recipients of CISE Mini-Grant Awards please be familiar with the University policy regarding INTELLECTUAL PROPERTY and be sure to complete appropriate forms if applicable and/or consult with the IP Committee regarding questions or advice. The policy can be located at: <http://www.jmu.edu/JMUpolicy/1107.shtml>