

C-GEO FAMILY GEOGRAPHY GRANT REIMBURSEMENT GUIDELINES

Reimbursement Policy

This grant is made on a reimbursement basis. This grant is to you, not to your school, and the materials you purchase with it belong to you alone. We cannot reimburse multiple parties. If you plan to use your school's procurement card to make the purchases, then it must be used for all purchases, and the entire reimbursement will be to the school. If this is what you elect to do, please note all of the following requirements are still mandatory, and you still should remain the owner of any remaining Family Geography materials after the event. Your school should agree to this before you proceed. Remember that the total reimbursement will not exceed the amount of the grant.

Reimbursement and Stipend Requests

Requests for reimbursement must be submitted within 30 days of the event. Your reimbursement and stipend will be processed when we receive your final report, W9 and stipend/honorarium form.

To request a reimbursement submit the following:

- 1) An invoice to C-GEO that includes your name, address where you wish to receive your reimbursement, and language that states: "Reimbursement request for purchase of materials for Family Geography event at (name of your school) on (date of the event). (If you use your school's procurement card, this invoice must come from your school and must include the same information as described and mention you as the organizer of the event.)"
- 2) A summary page that includes your name and a list of your receipts and the total amount of each receipt in order by date. Include a brief description for each receipt. Clarify any information that may not be clear on the receipt.

3) Original receipts: For online purchases a PDF of your receipt is fine. For cash register receipts and in person purchases, original receipts are required. Each must have the date, name of vendor, amount, what was purchased, and indicate PAID. If what was purchased is not identified on the receipt, write it on the receipt. **Note**: an order confirmation cannot substitute for a receipt unless it shows paid and includes all information outlined above.

- Organize all receipts in chronological order according to date of purchase.
- If your receipt(s) are smaller than an 8.5 x 11 page, tape on blank 8.5 by 11 sheets of paper; several receipts may fit on one sheet of paper. Make sure you label each page or receipt with your name.
- **IMPORTANT**: Please remember we can only reimburse to the person or School whose name appears on the receipt, and we can only reimburse to one party. Please do not use someone else's credit card or we may not be able to reimburse you.

Mail all receipts with your invoice and summary page to C-GEO in ONE batch. We will reimburse only once, so if you send more than one batch of receipts you will be reimbursed for only the first batch we receive. Enclose your completed and signed stipend agreement and W9 forms. Remember, we will process the stipend only after you submit your poster and your grant report. You'll find the report form at <https://www.surveymonkey.com/r/65L8ZG7>.

Please send an email to geogall@pdx.edu to notify us when you have submitted your report. Mail your receipts and stipend agreement form as soon as possible after your event to:

Center for Geography Education in Oregon
Portland State University
PO Box 751-GEOG
Portland, OR 97207

Important: Do NOT send to PSU Foundation, even though that address is on the stipend form. Send everything to C-GEO.