Institute for Sustainable Solutions
Mini-grant Expenditure Guidelines for 2015-2016

The following spending and administrative guidelines are based on procedures set by the Office of Academic Affairs and the Office of Academic Innovation and apply to all faculty mini-grants awarded through the Institute for Sustainable Solutions. Due to restrictions imposed by the University and by other funding sources, all expenditures from these awards must be made according to the guidelines outlined below. Please read carefully before using your grant funds. Below you will find detailed information about how to spend your grant funds. The items listed below are the most commonly requested expense categories. If you have an expenditure that is not addressed in these guidelines, or for additional information or questions, contact Dawn Larson at 503-516-4105 or larsondm@pdx.edu.

**FUNDS MUST BE SPENT BY JUNE 15, 2016**

**PUBLICATIONS, MATERIALS, AND/OR EQUIPMENT PURCHASES**
Complete a PSU Personal Reimbursement Request. Receipts are required; no personal charge slips can be accepted unless itemized. If ordering online, the items must be shipped to PSU. Also, make sure you print a receipt showing proof of payment (ie/ last 4 digits of credit card or bank/credit statement), this may require printing the order page before you submit the order online. Reimbursements can only be processed after items have been received by PSU. All request for reimbursement must be submitted within 60 days of the date of purchase, and before June 15, 2016, and include a “business purpose” indicating the reason for the purchase on how PSU benefits from this purchase. Please remember that all items purchased with ISS funds remain the property of PSU. Submit completed reimbursement forms for ISS approval to Tania Hoode (mail code: SUST), thoode@pdx.edu.

Please remember that ISS mini-grant awards are not compensation to the faculty member but funds to support professional development; all equipment and supplies purchased with these funds remain the property of PSU.

**TRAVEL**
For all PSU travel, Travel Authorization and Travel Reimbursement forms are required. You are permitted to use your grant funds to pay for travel, but must complete the Travel Authorization and Travel Reimbursement forms. The preparation of these forms is the responsibility of the faculty member and/or the faculty member’s department and should include in the purpose adequate explanation of how the travel is related to your work at PSU or to your professional development. Travel Reimbursements must be turned into the business office within 60 days after completion of trip and before June 15, 2016. Forward the completed forms to Tania Hoode (mail code: SUST) once the traveler and department head/chair have signed so she can work with Dawn Larson to authorize the charge to the ISS Index Code. Please note, Travel Authorizations need to be approved by ISS before the travel dates.
HIRING CONSULTANTS/SPEAKERS
PSU rules require us to complete a *Personal/Professional Services Contract* for people doing work for the University who are not employees of the University. **Prior to agreeing to pay** an individual or entity outside the University for personal/professional services, **contact Dawn Larson** at 503-516-4105 or larsondm@pdx.edu for information on Personal/Professional Services Contracts.

*Please note that these funds may not be used to purchase refreshments or meals or to hire students.*