

Supplies and Travel Procedures Undergraduate Research Projects

Purchasing Supplies

Purchases made with a Campus ProCard:

1. Provide the Research Office the original receipt and invoice cover sheet. The Research Office will process the invoice with the appropriate ProCard manager. (Kramer Ungaretti at X4376 or Tim Tutty at X 4360).

Purchases made with a Purchase Order (PO):

1. Contact the Research Office with the request by providing a written estimate of the purchase.
2. The Research Office will process the PO through accounts payable.

Purchases made by a student that require reimbursement:

1. Student provides the Research Office with the original receipt that has been signed and dated by the mentor, W-9 form, and Digger ID. W-9 available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. The Research Office will process the reimbursement through accounts payable and the reimbursement will be sent to the address on the W-9 form.

Travel Instructions for Mentors and Students

For assistance completing the Travel forms, stop by the Research Office at MUS 211.

1. Mentor notifies the Research Office of travel at least one week in advance.
2. A *Travel Authorization* form must be completed and signed by the student and/or mentor **PRIOR** to traveling. Forms are available at <https://www.mtech.edu/administrative-services/acctspay/>
If you are using a private vehicle, complete the Private Vehicle Use form found at: <https://www.mtech.edu/research/student-research/guidelines.html>
3. Turn in completed and signed travel form and W-9 to the Research Office at MUS 211. Include flight, hotel reservations, and conference information. W-9 available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
4. Government rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates> or <https://doa.mt.gov/employee-travel>
5. Keep all travel receipts. Originals are required.
6. Upon return, complete the *Travel Expense* form. Forms are available at <https://www.mtech.edu/administrative-services/acctspay/>
7. Attach all original receipts to the Travel Expense form. The student and/or mentor must sign the form and submit all documents to the Research Office within five (5) days of returning.
8. The Research Office will process the travel documents through accounts payable and the reimbursement will be sent to the address on the W-9 form