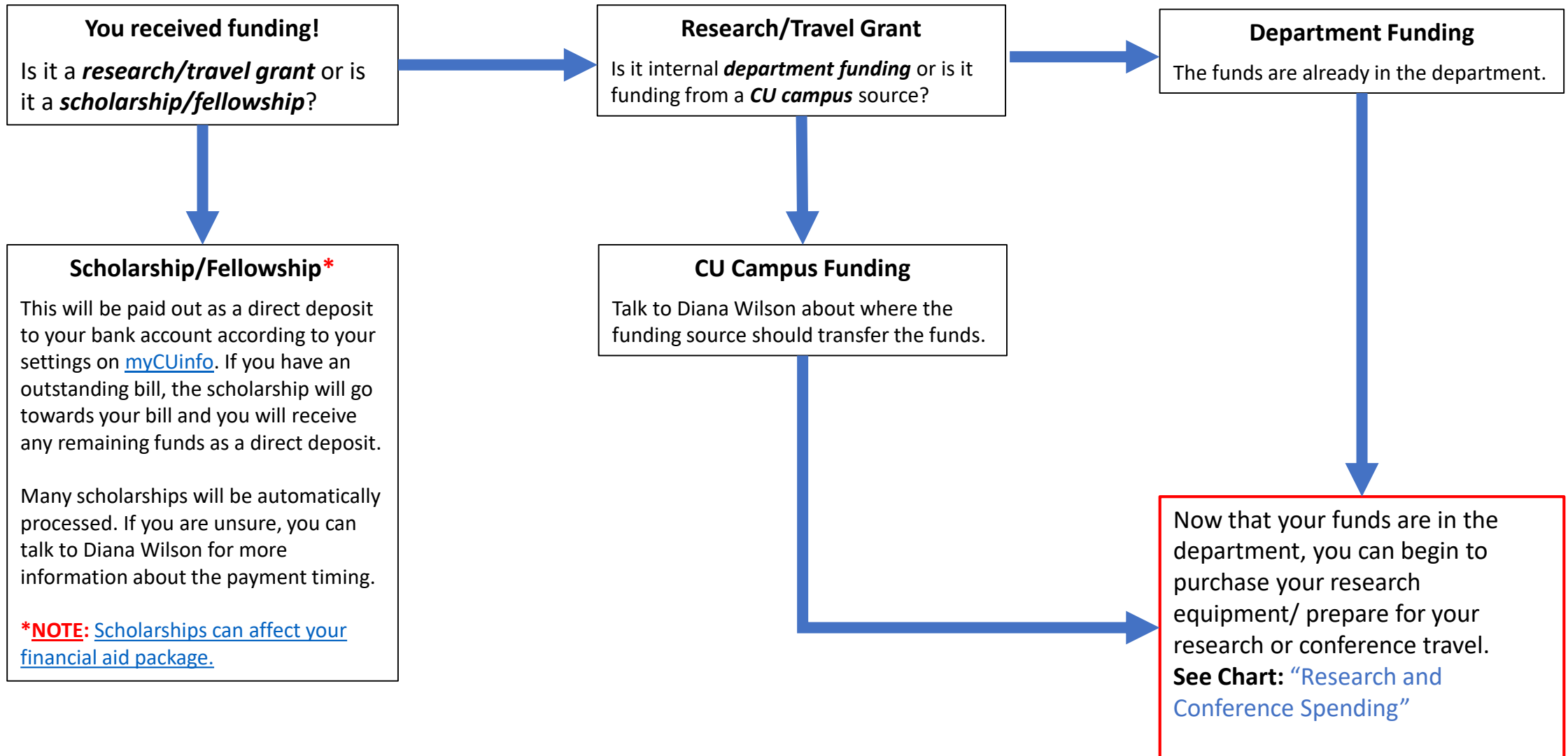


Managing CU Campus and Department Funding



Research and Conference Spending

WHAT YOU CAN USE THE MONEY FOR

Particular grants may stipulate how you spend the money. The following is a quick list of how university money can be spent

Research Grants

- Travel
- Per diem
- Travel Visas
- Research Equipment/Software*
- Other Research materials

***NOTE:** Research Materials/Equipment purchased with CU or Federal Funds will remain property of CU after research is complete

Conference Grants*

- Conference Registration
- Travel
- Lodging
- Per diem

***NOTE:** All CU Anthropology Graduate Students have a right to \$600 for domestic conference travel per year, IF you are presenting a paper/poster. Talk to Diana Wilson about the process to access these funds.

HOW YOU SHOULD USE THE MONEY

It is best to pre-pay for as many expenses as possible. This will prevent you from paying out of pocket and waiting for reimbursements.

Pre-Pay with Grant Money

- Travel
- Conference hotels (If ≥3 students are attending the same conference)
- Conference Registration
- Research Equipment/Software
- Research materials

Post-Travel Reimbursement

- Travel*
- Lodging
- Per diem
- Research Equipment/Software
- Research materials

***NOTE:** Airfare can only be reimbursed IF your ticket price is equal to or less than the price quoted for the same dates by the University travel agent. If the University price is less, you will not be eligible for reimbursement.

How to Pre-Pay

Talk with Diana Wilson early in the process about your travel/research. She can help you with the following:

- Book flights through Concur
- Pay your conference registration
- Pay for your conference hotel
- Pay for research equipment

How to Request Reimbursements

Fill out a Reimbursement Form (printed copies are available in the main office in Hale), and submit the form to Diana Wilson as soon as you return from your travel.*

***NOTE:** You can only be reimbursed for items AFTER you have completed your travel, so plan accordingly.

When you will be Reimbursed

Once your travel is complete, you can expect to receive your reimbursement in **2-3 weeks** after you have submitted the Reimbursement Form. Your reimbursement will be paid out to the bank account registered on myCUinfo.