ME 481  
Mechanical Engineering Design Projects

TRAVEL

Team project funds can be employed to lease a vehicle (a car or a minivan) to visit a Project Sponsor, to reimburse for gasoline or to reimburse for mileage. **Team members are expected to travel together in a single vehicle** on trips to the sponsor. If an exception is required, it must be approved in advance by Dr. Radcliffe. The team can use a vehicle owned by a student where MSU will reimburse the mileage at an allowable rate of $0.55/mile. Teams traveling more than 100 miles may want to consider submitting a request for the actual cost of gas rather than the allowable rate. For example, a team traveling 200 miles would be eligible for $110 reimbursement, which is a significant part of their team allowance…especially if multiple trips are taken. **Travel will NOT be reimbursed for local trips (e.g., to Home Depot).**

The following process must be used for team travel:

a) Ms. Jill Bielawski has prepared a blanket travel authorization for all 481 students that will cover them for all trips during the term. This will authorize you to travel for University business.

b) After you return from your trip, inform Ms. Bielawski either by phone (353-8133) or email (bielawsk@egr.msu.edu), so that she can prepare the travel voucher for your reimbursement. If you use your own vehicle, you will need to provide the following information:

1) Date of travel  
2) Team member who drove  
3) Destination and, if known, mileage. If you don’t know the mileage, the standard University mileage chart will be employed.

If you rent a vehicle, a copy of the rental agreement and gasoline receipts will be required.

SUPPLIES

Requests for reimbursement can be made in two ways:

1) Take your receipts to the ME Office, complete the form provided and attach the receipts to the form.

2) Scan your receipts to Ms. Bielawski. **If you choose this option:** please number your receipts and provide them in pdf format. When emailing Ms. Bielawski, please provide information on WHAT was purchased. It is not always clear on the receipt (see the examples at the end of this document).

**IN BOTH CASES,** unless you paid by cash or your receipt shows, e.g., “Visa xxxxxxxxx1234” **YOU WILL NEED TO PROVIDE A COPY OF YOUR CREDIT CARD STATEMENT** (with account information blacked out) **SHOWING THESE CHARGES!!** Failure to do so will significantly delay receipt of your reimbursement.

**STUDENTS PLEASE NOTE: THIS IS NOT AN EXPENSE ACCOUNT! LUNCHES, ETC. WITH YOUR SPONSOR WILL NOT BE REIMBURSED. THIS IS A UNIVERSITY REGULATION. THERE ARE NO EXCEPTIONS!**
OTHER METHODS OF OBTAINING SUPPLIES

a) There are a number of companies with which the University has an Open Order agreement. If you contact Ms. Bielawski with your request, she can place the order for you and charge it directly to your team’s budget. In order to do this, you MUST supply the following information:

1. Name of company to place order
2. Item number
3. Unit of measure (e.g., “each,” “pack,” etc.)
4. Cost per unit
5. Quantity required

Open orders are typically received within 2 days if items are in stock. The list of Open Order companies can be found here: http://universitystores.msu.edu/html/openorders/vendorlist.asp

b) Ms. Bielawski has a University credit card which can be used to place orders charged directly to your team’s budget. This is particularly useful for online and out-of-town orders. Please contact Ms. Bielawski and provide the same information required under “Open Orders” above.

PRINT QUOTA

Occasionally students will require more print quota. Ms. Bielawski can arrange that for you through DECS @$5/100 pages. If you require this service, you can email Ms. Bielawski. She will need the following information: each person who is requesting more quota; how many pages each person is requesting; and the MSU email address of each person requesting more quota.