Congratulations on receiving funds from the Office of Community Engagement (OCE)! You may access your funds at the beginning of, and up to 30 days after, your grant period. Funds may be accessed and used in multiple ways:

1. Reimbursement Via Check
2. MICA College Store Charge
3. MICA Printing Charge
4. Purchase Orders
5. MICA Van or Bus Rental
6. Honorarium or Stipend

In this document, you will find instructions for each of the ways to access and use your funds. It is important that you remain in contact with OCE at grants@mica.edu throughout the process of expending your project funds. All forms requested in this document can be found on the Accessing Your OCE Grant Funds section of the OCE website.

If you have any questions about your grant, please contact OCE at grants@mica.edu.

Please note that as the grant recipient, you are responsible for maintaining your project’s budget and for any ineligible expenses such as stipends, gift cards, or additional project costs exceeding your grant award amount.
MAINTAINING YOUR PROJECT BUDGET

Monitoring your project expenditures is extremely important. You should record all of the sources where you receive funding and record what you’ve spent from each. You can search for templates of various budget and expenditure forms online or download the simple line item one OCE has made available on the Accessing Your OCE Grant Funds section of the OCE website.

![Sample Budget Form](image)

Sample Budget Form available on the Accessing Your OCE Grant Funds section of the OCE website.

REIMBURSEMENT VIA CHECK

This option is available for grant recipients who personally purchase items for their projects. Only MICA faculty, staff, and students can be reimbursed using this option. REMEMBER; KEEP ALL OF YOUR RECEIPTS. Only original, valid receipts will be reimbursed. Copies of bank statements and/or credit card statements are inadequate documentation for reimbursement.

Please Note: Grant recipients should NOT pay any individuals or organizations for services out-of-pocket. Due to potential tax reporting requirements, grant recipients will not be reimbursed for any contractual services paid out-of-pocket. Contractual services must be paid directly by MICA through Purchase Orders to the individual or business and cannot be paid by or reimbursed to a grant recipient. (See Section on Purchase Orders)
A completed and accurate reimbursement form can insure a quicker processing time. Follow these simple steps:

1. Number the top of your receipts (1, 2, 3, 4, 5, etc.)
If you are requesting mileage reimbursement, print out proof of number of miles you’ve driven using Google maps or Mapquest for each trip. Number those as you have done with your receipts (5, 6, 7, 8, etc.).

Calculate the dollar amount of your reimbursement using the following formula:
(Miles Traveled x .575 = $Mileage Reimbursement)

3. Fill out the following portions of the Expense Reimbursement:

1. Name
2. Address
3. Date
4. Business Purpose (Use descriptions such as “Supplies for Project”, “Equipment for Project”, “Food for Party”, “Travel to Site”, etc.)
5. Type of Expense this should be filled out using Your First initial. Last Name and the word ‘Grant’
6. Number of Miles
7. Amount
8. Receipt Number.
4. Total your amounts.

5. Sign and date your form.

6. Indicate whether you want your check mailed or held for pick-up at the Accounts Payable Office* by checking the in the appropriate box.

7. Staple original paid itemized receipts, and printed proof of miles traveled to Expense Reimbursement Form. Turn all forms to the Office of Community Engagement (Bunting 340). Original receipts are not returned, so grant recipients should retain copies. The turnaround time for reimbursements is approximately two weeks.

Please Note: Copies of bank statements and/or credit card statements are inadequate documentation for reimbursement. These documents do not provide the itemized detail that is required. Gift card purchases will not be reimbursed due to potential tax reporting requirements.

*If you have requested Accounts Payable to hold the check, the check is held in the Payroll Office (Bunting Center, Second Floor, Suite 239). If you have not picked up the check within two weeks of the check being issued, then it will be mailed to the address you have provided on the form.
If you need to purchase supplies from the MICA College Store, request a signed College Store Form from OCE. This form will list the amount of money that you are able to spend at the MICA College Store and the account it will be charged to. You may NOT exceed the amount listed. Once you have purchased all of your supplies from the college store, you MUST return the form with a copy of the charge slip to the Office of Community Engagement ASAP.

Sample of a Completed Charge Form.

If you need to print items from the MICA’s digital print studio or post office, request a signed MICA Printing Form from OCE. This form will list the amount of money that you are able to charge and the account it will be charged to. You may NOT exceed the amount listed. Once you have printed your items, you MUST return the form with a copy of the charge slip to the Office of Community Engagement.

Sample of a Completed Charge Form.
Inquire with the vendor to see if they accept purchase orders. If so and they have an online presence, email a Purchase Order Request Form to grants@mica.edu. The form can be found on the Accessing Your OCE Grant Funds section of the OCE website.

<table>
<thead>
<tr>
<th>Grant Recipient Name</th>
<th>Jane Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title</td>
<td>Community Quilting Project</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Dick Blick</td>
</tr>
<tr>
<td>Vendor Website</td>
<td><a href="http://www.dickblick.com/">http://www.dickblick.com/</a></td>
</tr>
<tr>
<td>Vendor Phone Number</td>
<td>1-800-828-4548</td>
</tr>
<tr>
<td>If applicable, Customer Service Name/Employee Number</td>
<td>none</td>
</tr>
<tr>
<td>Todays Date</td>
<td>11/1/2012</td>
</tr>
<tr>
<td>Date Your Need Items</td>
<td>11/20/2012</td>
</tr>
<tr>
<td>Estimated Shipping</td>
<td>$13.00</td>
</tr>
</tbody>
</table>

Notes for OCE: Please contact me at jsmith0123456@mica.edu when you receive the items.

Use this form if you are requesting that OCE purchase items that are available online. The vendor must be a MICA approved vendor that allows purchase orders. Items cannot be mailed to your address. They must be received though OCE first. Email completed form to engage@mica.edu.

<table>
<thead>
<tr>
<th>Item Description/Item Number</th>
<th>Quantity</th>
<th>Price Per Item</th>
<th>Total Cost of Item</th>
<th>Online Link for Item</th>
</tr>
</thead>
</table>

- If your vendor doesn’t have an online presence and can provide you with a quote, please email your quote to grants@mica.edu.

- If you are requesting a service from an organization, request a quote for their services first*. Then, email that quote to OCE for a Purchase Order.

MICA has relationships with a number of vendors. A list can be found on the Accessing Your OCE Grant Funds section of the OCE website.

*Grant recipients should NOT pay any individuals or organizations for services out-of-pocket. Due to potential tax reporting requirements, grant recipients will not be reimbursed for any contractual services paid out-of-pocket. Contractual services must be paid directly by MICA through Purchase Orders to the individual or business and cannot be paid by or reimbursed to a grant recipient.
If you need to rent a MICA bus or van, please download the Academic and Special Event Transportation Request Form. Complete all sections of the form **EXCEPT “Department Account Code”** and email your request to OCE at engage@mica.edu. A sample of a completed form can be found on the next page.
Sample of completed Transportation Request Form

**Academic And Special Event Transportation Request Form**

**Please Note the Following Information**

- Due to a high volume of transportation request, request for services must be received within a minimum of ten (10) business days prior to the date that transportation is being requested. Request forms must be filled out with complete addresses, locations, times and department account codes.
- Request forms must be submitted in writing, request for transportation will not be accepted over the phone. You may fax request to 410-225-2345, e-mail request forms to transportation@mica.edu or send request forms by way of campus mail to Transportation Services, Operations Department located on the 2nd floor of the Firehouse.
- Transportation Services will contact you to confirm or make adjustments to your request.
- For safety reasons, all transportation that MICA provides outside of the Baltimore Beltway (I-695) will be limited to the use of the 25passenger bus pending availability or Yellow Bus services. Trips inside the beltway will be accommodated with 14passenger Vehicles. All transportation provided by MICA outside of the Baltimore-Washington Metropolitan area, to places such as PA, DE, VA, will require the use of Yellow Bus services. Yellow Bus service prices are subject to the needs of your trip. MICA does not provide transportation outside of a one and a half hour travel time range (100 miles). Vehicle assignments are based on safety restrictions.
- To ensure the timeliness and accuracy of your trip, we ask that specific directions be provided to the driver for each trip. One recommendation to provide this information is to print directions from www.mapquest.com.
- Transportation request can be made for the 25passenger bus to operate locally inside the Baltimore Beltway pending the 25passenger bus is available; all requests for the 25passenger bus will be on a first come first serve basis. When the 25passenger bus is not available and all passengers must ride together, you also have the option to utilize Yellow Bus services for local transportation as well as transportation outside of the Beltway.
- Please review our trip charge & cancellation policy, all cancellations must be made in writing, cancellations will not be accepted over the phone. You may fax cancellations to 410-225-2345, e-mail cancellations to transportation@mica.edu or send cancellations by way of campus mail to Transportation Services, Operations Department located on the 2nd floor of the Firehouse. All cancellations must be received within 48 hours (two business days) prior to the date that transportation is being requested. All improper cancellations will result in paying the full price for the requested services.
- Please note that your department will be charged $125.00 for each MICA vehicle requested. Vehicles can make multiple runs to a destination, Trip request will not be processed until a department account code is provided.

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**Date of Request:** October 14, 2012  
**Today's Date:** September 6th, 2013

**Alternate Date:**

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**Requested by:** Jane Smith  
**Department:** Office of Community Engagement Grant

**Phone Number:** 410-958-6652  
**E-mail:** jsmith@mica.edu

**Department Account Code (required):**

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**Contact Person on Van:** Jane Smith  
**Contact Phone Number:** 410-958-6652

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**Number of Passengers:** 14

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**Departure Time:** 11:30 AM (PM)  
**Departure Location:** MICA PLACE (Campus Building)

**DESTINATION:** The Walters Art Museum  
**Pick-up Location:** The Walters Art Museum  
_600 N Charles St, Baltimore, MD 21201

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**Time of Pick-up:** 3:30 PM (AM/PM)  
**Estimated Return Time to MICA:** 4:00 PM (AM/PM)

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**Special Request (multiple stops, 2 runs with one van, etc.):**