



**TIP I:** Get to know your **DEPARTMENT ACCOUNTANT**. He/she will be processing your travel paperwork and managing the team account.

**TIP II:** Forward any **"EARNINGS STATEMENTS"** you receive from TSGC to the accountant so he/she can submit an invoice for payment.



**TIP III:** **KEEP RECEIPTS** [and copies of receipts] for **EVERYTHING** you spend money on – university policy prevents reimbursement without a proper receipt or valid documentation of expense.

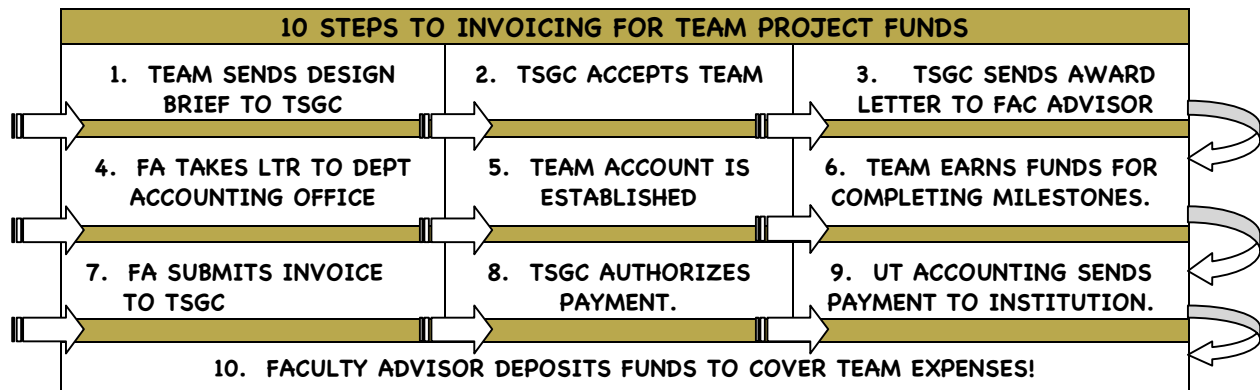
**TIP IV:** **AVOID PAYING UNNECESSARY TAXES**. Universities are exempt from paying certain kinds of sales or hotel tax. Talk to your accountant about how to avoid paying taxes on supplies and hotel stays because if you pay them by mistake they cannot be reimbursed.

**WHERE DOES THE MONEY COME FROM?** The funding supporting the program is delivered from NASA to Texas Space Grant. The official term for this is "federal pass through grant." TSGC passes the money you earn to your department by way of an *Award Agreement* between TSGC and the University.

**HOW DOES MONEY GET TO THE TEAM'S UNIVERSITY?** At the beginning of the semester, TSGC will send the *Award Agreement Letter* to your team's faculty advisor and he/she will pass it on to the department accountant. This letter guarantees the department that TSGC will provide money to the department as the team completes **DESIGN CHALLENGE** milestones. Essentially, the letter provides assurance that the department will be repaid for any money it spends to support the team up to a set amount – and, in most cases, paves the way for faculty to set up a "team account."



**HOW DOES THE TEAM GAIN ACCESS TO THE MONEY?** **Project/Travel Funds:** As each Level is completed, TSGC sends the team an "account statement" [with a copy to the faculty advisor] telling the team how much it has earned. To retrieve the earnings, TSGC **MUST** receive a signed "invoice" from the faculty advisor, department accountant or university contracts contact. The invoice may be emailed or snail mailed and may be submitted as funds are earned, or held until the end of the semester when a final tally is determined. **Scholarship Funds:** Each team member must have submitted a "Scholarship Forms Packet" to TSGC before scholarship dollars can be distributed. This packet provides TSGC with information necessary to the disbursement of scholarship funds.



- ⚠ No copies of receipts . . . no reimbursement credit from TSGC.
- ⚠ No invoice received; no money transferred to department.
- ⚠ Likewise: no scholarship forms received – no scholarship funds disbursed.
- ⚠ Invoicing must be finalized by the date specified in the "Award Agreement Letter."
- ⚠ Budget Carefully. TSGC is not responsible for covering "overdrafts."