

## **VRF Graduate Student Grants Purchasing Supplies, Travel, and Facilities Use Recharges**

**If you have already received a VRF Graduate Student Grant**, below is information about using your funds. The UCSB NRS Office, located in Santa Barbara, CA, is available to answer any and all questions about using your grant funds.

### UCSB Campus Office Contacts

Andrew Jordan – [andrew.jordan@ucsb.edu](mailto:andrew.jordan@ucsb.edu) – (805) 893-4127

Deby Puro – [deby.puro@ucsb.edu](mailto:deby.puro@ucsb.edu) – (805) 893-4127

### Reserve Contact

Dan Dawson – [dawson@eri.ucsb.edu](mailto:dawson@eri.ucsb.edu) – (805) 893-5698

### **1. Supplies and Equipment**

Dan Dawson at SNARL will help you with the purchase of supplies if you want them paid for directly to vendor. Otherwise, you can purchase them and we can reimburse you. To be reimbursed, submit a cover sheet and original, itemized, signed receipts to the UCSB NRS Campus Office. Each receipt must clearly show each individual item purchased, not just a total. You will NOT be reimbursed without original, itemized receipts.

#### **IMPORTANT NOTE:**

Before making a purchase, be sure to talk with Andrew Jordan or Dan Dawson regarding prior authorizations, restricted items, and required documents to be sure that the item you are purchasing is allowed by UC, and can be reimbursed. Otherwise, you may have to cover the expense personally.

### **2. Reserve Facilities Use** (housing, labs, office space, etc.)

An invoice will be provided to you for expenses related to use of reserve facilities (per your budget). This is for your information only. Your grant funds will be automatically debited.

### **3. Travel Expenses**

You must pay for all travel expenses personally. We will reimburse to you after your trip. Within three weeks after the travel end date, submit a Travel Worksheet and original, itemized receipts for all of your expenses to the UCSB NRS Campus Office. Each receipt must clearly show each individual item purchased, not just a total. You will NOT be reimbursed without original, itemized receipts. It is highly recommended that you contact the UCSB NRS Office prior to your trip to verify your eligibility for travel reimbursement.

#### [Travel Reimbursement Worksheet](#)

Mail Reimbursement Requests and Travel Worksheets to:

Andrew Jordan  
UCSB Natural Reserve System  
Mail Code; 6150  
Santa Barbara, CA 93101-6150