

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

Alexa Johnson, Financial Analyst – alexa.johnson@ucsb.edu – (805) 893-4127

Deby Puro, Business Officer – deby.puro@ucsb.edu – (805) 893-4127

Reserve Contact

Carol Blanchette, VESR Director – carol.blanchette@lifesci.ucsb.edu – (805) 893-5698

1. Supplies and Equipment

Carol Blanchette at VESR (SNARL or Val Camp) will help you with the purchase of supplies if you want them paid directly to the vendor. Otherwise, you can purchase them and we can reimburse you. To be reimbursed, please submit original, itemized, signed receipts to the UCSB NRS Campus Office and a completed [NRS Reimbursement Worksheet](#), including your VE cost center. You will NOT be reimbursed without original, itemized receipts. See [Reimbursement Instructions](#) for more information.

IMPORTANT NOTE:

Before making a purchase, be sure to talk with Carol Blanchette or Alexa Johnson 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). Please notify Alexa Johnson when you receive an invoice and she will debit your VRF Grant.

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 completed [Travel Worksheet](#) and original, itemized receipts for all of your expenses to the UCSB NRS Campus Office. Again, 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.

Mail Reimbursement Requests and Travel Worksheets to:

UCSB Natural Reserve System System

Attn: Alexa Johnson

MSRB 520, Mail Code 6150

Santa Barbara, CA 93101-6150