BME Senior Design Project Budget & Reimbursement Instruction

1. Every team is required to develop a budget for the entire project duration for your UROP proposal.

2. The budget must be approved by Prof. Tang BEFORE purchasing any items.

3. Modification and adjustment to the budget are allowed, but must be reapproved by Prof. Tang.

4. Items to be included in the budget are materials, parts, consumables, samples, machine shop charges, fabrication charges, and other tangibles that are needed to complete the project.

5. Items NOT to be included are student labor, gasoline, and software packages and test equipment that are already available on campus.

6. Items that may be included are tools, equipment, instrument, and software packages that are not available on campus or the mentor’s company. However, these items will be retained as UCI properties.

7. Check with Prof. Tang for other items that do not fall into any of the above categories.

8. Shop around for fair prices. Exact price for each item is preferred, but estimates within 10% are acceptable. Include taxes and shipping & handling charges.

9. Once the budget is approved, you may start purchasing items for the project.

10. **Electronically** fill out the “Miscellaneous_Expense_Form_BME180.xls” spreadsheet and e-mail it to Prof. Tang and submit a hard copy to Prof. Tang with your signature. Note that you should leave “UCI Employee ID#” blank unless you are on UCI Payroll. The form is available on the course website.

11. **IMPORTANT:** each form must be less than $500 including tax, S&H. You may submit multiple forms.

12. Tape small receipts on all four sides to an 8.5 x 11 piece of paper. Do not use staples.

13. Submit the hardcopy of the “Miscellaneous Expense Form” and the original receipts to Prof. Tang.

14. **Alternatively**, if you wish the Purchasing Department to order materials for your team, then fill out the “Purchase_Request_Form_BME180.xls” spreadsheet and e-mail it to Prof. Tang. **This form is also available on the course website. The $500 limit does not apply to this form.**