

**ANDAE**  
**CIAd**

Please consult your Department Administrative Assistant or Sue Blair in the Office of the Dean of the Faculty and Vice President for Academic Affairs for details regarding purchasing.

According to the Skidmore College Travel and Entertainment Policy, the College will reimburse employees for reasonable travel, meals, lodging and out-of-pocket expenses incurred in the transaction of College business ([see link below](#)). All other vendor transactions (e.g., purchase of equipment, supplies, etc.) paid with grant funds must be paid directly by the College through the use of a P-Card ([see link below](#)), Purchase Order or Check Request as appropriate; awardees should not pay these vendors directly and then ask to be reimbursed. In addition, awardees should not seek personal reimbursement as such reimbursement may be considered taxable income. In the event that small incidental purchases cannot be made with a P-Card, you may purchase the item directly (~~with a P-Card~~) and submit the completed, signed Check Request and the original, itemized receipts to the Office of the Dean of the Faculty and Vice President for Academic Affairs (Susan Blair) for approval and submission of the reimbursement Check Request.

~~Travel and Entertainment~~ and ~~CIAd~~, except under the limited exceptions described in the Skidmore College Travel Policy.

All equipment purchased will remain the property of Skidmore College after the grant period is completed.

All financial documentation and itemized receipts need to be submitted to the Office of the Dean of the Faculty and Vice President for Academic Affairs by the earlier of either the end of the grant or two weeks prior to the end date of your contract. Failure to file an expense report on advances taken against the grant may result in your award being treated as taxable income.

The final narrative report is to be submitted to the Office of the Dean of the Faculty and Vice President for Academic Affairs by the earlier of 30 days from the end of the grant