COLLEGE OF
Engineering, Architecture
&Technology

ENGR 1111, ARCH 1112 and BAE 1012 Instructional Reimbursement	Policies and Procedures CEAT-A-010 Effective Date: 5/7/15

Introduction

1.01 The Dean of the College of Engineering, Architecture and Technology will provide up to $50 per student in reimbursed expenses for each section of ENGR 1111, ARCH 1112, and BAE 1012 each semester. Typical expenses include student teaching assistant (TA) salaries, transportation for field trips, or other course related expenses. The expenses should be authorized/spent by the instructor teaching the course. The intent is to provide funding for supplies and/or services directly related to student learning in the course.

Allowability

2.01 The purchase must be for the benefit of the ENGR 1111, ARCH 1112, and BAE 1012 course. The available funding will be subject to standard state guidelines. For example, the funds may not be used to purchase food of any kind, unless it is for demonstration purposes, not consumption.

Procedure

3.01 When requesting reimbursement at the end of each semester, the school's financial support staff member should e-mail ceatfinancial@okstate.edu and attach an Excel spreadsheet with the following details for each expense: Date of expense, account #, vendor name or TA name (with corresponding faculty member name), amount, and purpose (Ex: Big Orange Bus for field trip to P66 in Bartlesville).

3.02 The subject line of the reimbursement request e-mail should state "ENGR 1111, ARCH 1112, and BAE 1012 Reimbursement."

Date approved by the CEAT Dean and CEAT Executive Council: 5/7/15