

FINANCIAL GUIDELINES

Each team is allocated up to \$2200 to spend on customer discovery. This document outlines the criteria for allowable expenses. Expenses that do not explicitly fall under the allowable expenses will be subject to preapproval. Funding for I-Corps is dispersed on a reimbursement basis. **Itemized receipts are required for reimbursements with full justification, including a list of individuals that you conducted the customer discovery interviews with.** Summary statements provided by credit card companies will not be accepted as justification for reimbursement. **It is your responsibility to be proactive while managing your budget and expenses.**

ALLOWABLE EXPENSES

I-Corp funds are intended to be used for **customer discovery**. If you have any questions about permissible reimbursements, please email icorps@uci.edu BEFORE purchasing.

PERMISSIBLE EXPENSES

- **Travel Expenses** – to consult with potential clients or experts as well as to attend relevant training. Examples include flights, mileage, rental cars, public transportation, parking, lodging, subsistence, and related items required to meet with industry experts and prospective customers
- **Meetings and Conferences** – Costs of meetings, trade shows, and industry conferences are allowable. This includes the cost of meals, transportation, registration fees, rentals and other items incidental to attending such meetings or conferences. NOTE: attendance at industry conferences and trade shows is encouraged, but expenses related to attendance of academic conferences are not allowable

NON-PERMISSIBLE EXPENSES

- Professional consultation – legal services, company incorporation, accounting, marketing
- Interns
- Meals and food unless they are related to customer discovery activities
- Alcohol
- Academic conferences
- Hardware – phones, laptops, printers

REIMBURSEMENT PROCESS

Funds are distributed through a reimbursement process. Please read the through the following and carefully follow the directions for obtaining a reimbursement. You will need: 1. your team's Org Reference ID (provided on course information & syllabus) and 2. KFS Account Number that you will use to get reimbursed for your spending. Depending on your UC affiliation, the reimbursement process is as follows:

- **UCI affiliated personnel (UCI faculty, postdoctoral researchers, graduate students, undergraduates)**
You will process your reimbursement with your school and department's Purchasing & Reimbursement personnel. Please provide them the Org Reference ID, the KFS account number (FG19823), Project Code (I-Corps), photocopied itemized receipts, conference registration/agenda, a list of companies/individuals you interviewed, and follow your department's purchasing policies.
- **Non-UCI affiliated personnel (UC Alumni, staff, non-UC related personnel)**
You will process your reimbursement through Applied Innovation. Please fill out the reimbursement form (found on the website under "Resources" tab: <http://innovation.uci.edu/programs/i-corps/>), and send the completed form, itemized receipts organized by date of accrual, conference registration/agenda, a list

of companies/individuals you interviewed, and justification to Sophia Lin. Separate business trips require separate reimbursement forms.