

## 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](mailto: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
  - Per UC Policy, bundled travel packages are not allowed because they require itemized expenses (hotel charges, airfare, car rental, etc.)
  - Use of business or first-class or other high-cost services (e.g. priority boarding or early check-in) is generally not permissible except under extenuating circumstances such as:
    - Business or first-class is the only service offered between two points;
    - The use of coach class would be more expensive or time consuming, e.g., when, because of scheduling difficulties, traveling by air coach would require an unnecessary hotel expense, circuitous routing, or an unduly long layover when making connections;
    - An itinerary involves overnight travel without an opportunity for normal rest before the commencement of working hours; or
    - The use of business or first-class travel is necessary to reasonably accommodate a disability or medical need of a traveler.
- **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
- **PLEASE READ THE UNIVERSITY POLICIES REGARDING TRAVEL:**  
<http://accounting.uci.edu/travel/before/policy-highlights.html>

### 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.

### **FAQ**

#### **Should I just give you a stack of receipts?**

No, please put together your receipts for us by taping them onto a one-sided 8.5" x 11" white sheet of paper, ORGANIZED by either date of accrual or item type. This will make it easier for the finance people to double check, and therefore shorten the time it takes for you to receive your reimbursement! Please see the example under the Resources tab.