



# I-Corps Site Program Reimbursement Manual

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## About I-Corps Site

The Missouri University of Science & Technology Site program will support teams through customer discovery and commercialization associated with an idea or technology. The program teaches entrepreneurial skills to teams of faculty, students, staff, alumni, and regional teams and focuses on developing potential I-Corps Teams for the National I-Corps program. The program typically lasts for 4 weeks. Teams will attend in-class sessions where they will receive instruction and mentorship. Out-of-class work will focus on gaining a better understanding of customers and testing assumptions. Teams will conduct interviews with potential customers and record insights using a frame work called the Business Model Canvas and a digital tool. The number of interviews are determined by each affiliate site. Teams may receive a reimbursable micro-grant with a maximum of \$2000 (of which \$500 can be spent on prototyping) as a National Science Foundation (NSF) award for their participation in the program. Teams will have 3 months from the time the team meets the program criteria to use the reimbursable award. Exceptions may be made with the approval of the program director or coordinator. The micro-grant will be used for customer discovery, prototype components, materials and supplies.

The I-Corps program runs multiple cohorts throughout the Fall and Spring semesters. A training program in the summer may be offered depending on demand. A limited number of teams academic or non-academic will be accepted into each affiliate site cohort. Business experience is not required to apply, though teams are expected to have an early-stage idea, research, or technology that qualifies as a STEM (science, technology, engineering, and mathematics) project. Application to the program is through an online process at <http://i-corps.mst.edu/>

## General Guidelines and Responsibilities

The I-Corps Site program provides a Google shared folder for each Affiliate Site which contains all program materials. All teams will post their weekly presentations in this Google folder.

In order to be reimbursed from the micro-grant, certain criteria must be met:

1. Complete the minimum interviews required by your cohort (cohort minimum amount of interviews will be discussed during the workshop).
2. Post all interviews using the digital tool (e.g., Launchboard).
3. Post all presentations on the Google folder.
4. Attend all sessions of the cohort program.

### *TRAVELERS RESPONSIBILITY*

- All travel has to be approved with a travel authorization form and must be authorized no less than 4 weeks before the travel. (page 7)
- Know State travel rules and regulations.
- Know I-Corps policies and procedures.
- Secure the **most** economical method of travel and food expenses.
- Maintain an accurate record of expenses, and mileage. Expense report can be found on the website at <http://i-corps.mst.edu/> or email Misty House at [housem@mst.edu](mailto:housem@mst.edu) for expense report template.
- Include all required receipts or/or documentation needed when submitting expense report.

- Submit claims for reimbursement for only actual allowed expenses within reimbursement rate limits or amounts approved by the I-Corps Site Program Director or Coordinator.
- It is expected that the Entrepreneurial Lead will be the person incurring the expenses. If other team members travel, there expenses must be approved by the program director or coordinator ahead of time.
- University employees must submit their expenses through Travel and Expense process or can work with Misty House [housem@mst.edu](mailto:housem@mst.edu) to set up delegate access. All university employees will follow the travel policies in place by the UM system.

## *TRAVEL*

Travel while conducting I-Corps business may be reimbursed for all reasonable and necessary expenses in accordance with I-Corps guidelines. Technical conferences or meetings are not covered by I-Corps micro-grant. However, travel to a trade show is an allowable expense.

The method of transportation that best meets the needs of the project should be selected by the traveler. Travelers are responsible for selecting the most cost-effective means of travel.

**ALL travel must be approved at least 4 weeks before the trip and travelers must have a signed travel authorization form.**

## *PERSONAL VEHICLES*

Personal vehicles used will be reimbursed based on the approved map mileage of the most direct route, plus any costs of parking and tolls. The mileage reimbursement rate is set by the Controller's Office by January 1 for each calendar year and posted on the Controller's website. For 2017 the reimbursement rate for mileage is .505¢

## *SPOUSAL/DEPENDENT/GUEST TRAVEL*

Reimbursable expenses incurred by non-team members will not be allowed. Only expenses incurred by I-Corps team members will be reimbursed.

## *MEALS*

### *Excluded Meal Allowances*

If meals are included in conference registrations, covered by other payments, or paid by others, the traveler is not allowed to claim these expenses for reimbursement.

## *BUSINESS MEALS*

University Employees must follow University policy in regards to per diem/meal reimbursement.

Meals are reimbursable as a business expense when they are part of a meeting or activity including other individuals to discuss project business. Reasonable meal costs are reimbursable when sufficient documentation of the business purpose and the individuals in attendance at the meeting is provided. Documentation should include either the names or titles of individuals attending and their relationship/role to the project.

## *OTHER BUSINESS EXPENSES*

Reimbursement of other business expenses that are necessary and reasonable is permissible if a clear business purpose exists and the expenditure is properly documented including the business purpose, or how the expenditure benefitted the team.

### *LODGING*

Reasonable and necessary amounts are allowed for lodging. When two or more individuals share the same room, the total claimed for reimbursement must not exceed the total paid for the room.

A receipted, itemized statement furnished by the hotel or motel is required for all lodging expenses. Summary statements provided by credit card companies will not be accepted as justification for reimbursement.

## *PROTOTYPE EXPENSES*

Materials, supplies, components, modest amounts of equipment, and some fees paid for use of equipment at commercial shops e.g. Tech Shop in St. Louis are permitted. Detailed documentation and receipts are required for reimbursement. Membership fees are not reimbursable. Some software may be reimbursed but must be approved by the Program Director.

Prototyping Equipment Expenses not allowed

- Tools
- Equipment
- Computers and Peripherals

If you have additional questions about prototyping expenses please contact the I-Corps Site Program Director, Bonnie Bachman at [bachmanb@mst.edu](mailto:bachmanb@mst.edu)

## *OTHER EXPENSES*

Reimbursements will be made for other expenses under the following circumstances:

- Telephone/internet connection - Expenses incurred for official business.
- Miscellaneous Transportation & Related Expenses - When necessary to carry out purpose of trip.
- Registration or Other Meeting Expenses - When necessary to carry out purpose of trip.

## *EXPENSES NOT ALLOWED*

Only expenses essential to the transaction of I-Corps team business are reimbursable. Examples of expenses that are not reimbursable in most cases include but not limited to;

1. Additional hotel expenses, e.g. hotel gym fee, mini-bars, movies, laundry, and vehicle fines.
1. Alcohol purchased during a meal or otherwise
2. Marketing costs or payment for a creation of a logo

For additional questions, please contact the I-Corps Site Program Coordinator Misty House at [housem@mst.edu](mailto:housem@mst.edu)



NSF I-Corps Site Program

AUTHORIZATION FOR TRAVEL

TODAYS DATE: \_\_\_\_\_

DATE OF TRAVEL: \_\_\_\_\_

NAME OF TRAVELER: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_

BRIEF DESCRIPTION OF PROJECT (25 words or less) \_\_\_\_\_

PURPOSE OF TRAVEL;

\_\_\_ Customer Visits

\_\_\_ Trade Show - Name and URL \_\_\_\_\_

\_\_\_ Conference/Exhibition - Name and URL \_\_\_\_\_

\_\_\_ Other - Name and URL \_\_\_\_\_

DESTINATION: \_\_\_\_\_

ESTIMATED EXPENSES:

Rental	\$
Mileage	
Lodging	\$
Airfare	\$
Meal Reimbursement	\$
Misc Travel Expense	\$
Registration Fee	\$
Total Requested	\$

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SIGNATURE: \_\_\_\_\_

Traveler

DATE: \_\_\_\_\_

I have evaluated this travel and determined it to be an appropriate use of I-Corps funds.

SIGNATURE: \_\_\_\_\_

Bonnie Bachman / Misty House

DATE: \_\_\_\_\_