 January 18, 2012

**Institutional Reimbursements for Carnegie Award Funds**

To expedite processing of reimbursements to institutions for costs to be recovered against the Carnegie Course Redesign Award funding, please have the appropriate financial office at your institution do the following:

1. Provide the appropriate R-Stars account information for the account to which the reimbursement is to be transferred.
2. Indicate the course title and course number involved in the specific reimbursements (some institutions have multiple course awards)
3. Provide the name of a contact person in the financial office issuing the request for reimbursement
4. Indicate the dollar amount requested from Carnegie funds.
5. Provide a brief indication of the specific charges that are involved (e.g. faculty stipend, student assistants, conference travel etc). USM will not require that you provide specific invoices for individual expenditures.  These invoices should be kept at the institution.  However, a final accounting will be requested indicating the nature of the expenditures charged against the Carnegie funding as well as a description of how the institutional match requirement has been met.
6. Indicate whether this is a total one-time and final reimbursement or a partial request with additional requests to follow.

All requests for reimbursement should be sent to the address below in hard copy or to sjakubik@sis.usmd.edu electronically.  Any questions or concerns, please contact me directly.

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**Stan Jakubik, Asst Vice Chancellor, University System of Maryland**

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