

Dear Graduate Student:

Congratulations on your receipt of a Graduate College mini grant. To receive your mini grant funds please follow the instructions below:

1. You have to enter an expense report in PeopleSoft. The link for the job aide (instructions on how to complete an expense report) is:

[https://www.uvm.edu/~training/peoplesoft/guides/Creating\\_an\\_Expense\\_Report\\_from\\_a\\_Blank\\_Report\\_Form.pdf](https://www.uvm.edu/~training/peoplesoft/guides/Creating_an_Expense_Report_from_a_Blank_Report_Form.pdf)

2. The chartstring to receive your reimbursement is:

Op Unit	Dept	Fund	Source	Function	Prog	Pur	Prop
01	58200	100	100011	201	0000	0000	0000

3. The account number to be used depends upon what expense you are submitting. Most commonly used account numbers are:

Travel: 60501 – airfare domestic  
60502 – lodging domestic  
60503 – meals domestic  
60504 – rental car domestic  
60505 – other domestic travel  
60509 – conference registration fee  
60515 – mileage domestic  
60521 – airfare foreign  
60522 – lodging foreign  
60523 – meals foreign  
60524 – rental car foreign

If you do not find what you need for an account number, please go to this link to see additional account numbers:

<https://www.uvm.edu/~training/peoplesoft/?Page=chartofaccounts.html&SM=topicsmenu.html>

4. I need a copy of your receipts totaling the amount of your mini-grant. Original receipts, along with a copy of your expense report, must be sent to:

Procurement Services  
19 Roosevelt Hwy  
Colchester

If I can be of further assistance, please let me know.

Kathie Merchant  
Graduate College  
Business Manager  
656-3017