ECE Faculty, staff, and students,

We are sending this to you as a reminder of policies or procedures to keep in mind regarding remote reimbursements, Fedex Shipping, and access to supplies as we begin Fall Quarter. Please keep in mind University policies are very specific in terms of what can and cannot be reimbursed.

- **Remote Reimbursement Processes:**
  - When preparing your reimbursement documents, please remember to submit *one* PDF per reimbursement that includes all worksheets, receipts, and documentation required. Submit PDF to faculty admin assistant (where applicable) or cao-reimbursements@ece.ucsb.edu.
  - When requesting reimbursement for a conference/webinar attended remotely, please remember to include proof of attendance. Acceptable forms of proof include a screenshot of the conference, an agenda, or a paper submitted.
  - For students, obtain PI approval *prior* to submitting the PDF packet. Approval can be obtained via email (see website for statement) or via DocuSign.
  - Please refer to the ECE website for further detail regarding remote reimbursement processing.
- **FedEx Shipping:**
  - Please contact your faculty admin assistant or cao-admin@ece.ucsb.edu if you need a FedEx shipping label.
  - Include the following information:
    - Who is sending the package:
      Shipping to Name:
      Shipping to Address:
      Shipping to Phone Number:
      Approx. Weight of package:
      Package type:
      How quickly does the package need to arrive:
      Project code related to shipment:
  - If you need FedEx shipping boxes or envelopes, please see the ECE shop for assistance.
- **Research Supplies:** Many supplies are often kept in stock. Please see the ECE Shop on the first floor of Harold Frank Hall for assistance.

These are resources to help you and prevent delays in your reimbursement and/or rejected expenses. If you should have any further questions please contact the CAO, your faculty admin assistant or visit the ECE website.