The Journey Grant Funding Process

CREATING YOUR PROJECT BUDGET

Creating a budget is an important step in developing your Journey Grant project. The project budget you create serves as a blueprint for how you plan to spend project funds and, as such, should give an accurate assessment of all expected expenses and estimated cost amounts. Examples of project expenses that may be covered by your Journey Grant award include, but are not limited to, non-Jewell tuition fees, registration fees, transportation, meals, accommodations, travel documents, immunizations, an internship stipend, and project materials. The online Journey Grant application divides the project budget into 5 categories – transportation, lodging/meals, materials/supplies, registration/fees and other – and, you should be prepared to itemize your anticipated expenses within each category. Be sure to use realistic but conservative figures and be prepared to explain how you arrived at your estimates if asked. Below are a few helpful hints for creating your project budget.

Transportation
Expenses in the transportation category can include such costs as airfare, public transportation, rental car, or a gas stipend for a personal vehicle. To help estimate the expense of gas, use the gas expense calculator.

Lodging/Meals
Expenses in the lodging/meal category can include such costs as hotel or other accommodation fees and daily meal expenses or board fees. To help estimate daily meal expenses, use the meal expense calculator.

Materials/Supplies
Expenses in the materials/supplies category can include any items that will be consumed by the project, such as general office supplies, educational and training supplies, and computer supplies. It can also include any specialized books or equipment.* All materials/supplies estimates should be based upon current prices.

Registration/Fees
Expenses in the registration/fees category can include such costs as non-Jewell tuition or workshop/conference registration fees.

Other
Expenses in the other category can include those items that do not fit easily within one of the other four categories such as immunizations for travel. This category should not take up too high a percentage of your total expenses.

COMPLETING A BUDGET SUMMARY FORM

After your project is approved and before any Journey Grant funds will be released all grant recipients (except those opting for a direct credit of a William Jewell account) must submit, according to the following timeline, an initial Budget Summary form to the Office of International Studies indicating how they plan to utilize their Journey Grant funds. The initial budget summary should be based on the estimated budget submitted with the online Journey Grant application, but should also reflect any budget modifications resulting from approved changes to your project.

- September 1 for Interim Break and Spring Semester projects
- February 1 for Summer
- May 1 for Fall Semester projects

Once a project is completed, all grant recipients (except those opting for a direct credit of a William Jewell account) must submit a final Budget Summary form with receipts to confirm how Journey Grant funds were spent. Those students requesting reimbursement for out-of-pocket expenses will submit their request with their final budget summary by checking the expense reimbursement box on the Budget Summary form.
ACCESSING YOUR JOURNEY GRANT FUNDS

Journey Grant recipients may access their awarded funds in one of three ways:

1. **WJC Account Credit (For Jewell-Sponsored Programs/Activities Only)**
   - If your project involves participation in a Jewell-sponsored program/activity (Village Partners, British Teacher Education, semester study abroad, etc.), your grant will be directly applied toward the Jewell portion of your program/activity expenses. This may mean that your grant is applied to offset a charge on your student account, or that the funds are paid directly to the program/activity on your behalf. You do not need to take any further action to have your Journey Grant funds applied to a Jewell-sponsored program/activity.
   - Direct credit to a WJC account is the recommended method for all projects involving Jewell-sponsored program/activities. However, if you are participating in a Jewell-sponsored program/activity and would prefer to access your funds via options 2 or 3 below please consult the Office of International Studies. Journey Grants for semester or full-year study abroad will not be available except through an account credit.

2. **Reimbursement of Out-of-Pocket Expenses**
   - If you choose to pay for some or all of your project expenses with your own funds and wish to receive reimbursement, you will need to request reimbursement when you submit your final **Budget Summary** form. Please note the following steps:
     - Provide a description and amount for all expenses incurred under each category. Include receipts for all expenses. These receipts should be separated by expense category and attached to the form in a separate envelope. Make sure that you have included all receipts and that the amount matches what you are submitting on your reimbursement request. You will not be reimbursed for any expenses not listed on your approved initial budget summary and/or that are not supported by a receipt. All unused funds will not be refunded and will revert to the College.
     - Submit your signed form and attached receipts to the Office of International Studies. Your reimbursement check will be available approximately two weeks after you submit your reimbursement request.

3. **Journey Grant Purchasing Card**
   - You may obtain a Journey Grant Purchasing card that allows you to charge all your project-related expenses. The credit limit will be equal to the amount of your Journey Grant award and the card will expire at the end of your project. All unused funds will revert to the College. To receive a card, please complete the **Journey Grant Student Purchasing Card** form and submit to the Office of International Studies for processing. It will take approximately three weeks to receive the card. Please note the following:
     - All expenditures are governed by the **Travel and Credit Card Business Practices** policy which may be found on Jewell Central under Administrative/Policies/Travel Credit Card Policies. Any inappropriate use of the funds will be charged back to your student account.
     - When your project is finished, you must submit a final **Budget Summary** form with attached receipts.