

# Guidelines for Using VDC Funds

To ensure approval, it is advised that you check with Lizzie Allen or Dan Freeman prior to making purchases.

You will be reimbursed up to your award amount for purchases that include:

- Equipment relating to prototype development
- Supplies
- Advertising and Promotion
- Conferences
- Travel
- Items you can justify as enabling business activities that provide opportunities to learn

Funds **CANNOT** be used for:

- Licensing fees
- Legal fees
- Taxes
- Wages or other professional fees
- Recurring expenses

## Payment Options:

Direct reimbursement in your name:

- If you are in the UD payroll system and have been paid in the past 3 months, funds will be directly deposited into your designated account.
- If you are not in the UD payroll system, a check will be mailed to the local address indicated in UDSIS.

Payment to your business:

- You must supply a signed W-9 – Request for Taxpayer Identification

To request reimbursement, submit **ORIGINAL** receipts to Lizzie Allen.

**\*\*Pitch winner's VDC funds will only be available while the student is actively enrolled at the University of Delaware**

