Senior Project
Administrative Support for:

Budget  Travel
Purchases  Reimbursements
My Contact Information

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Please sign & date the University Release Agreement now
Where to Find Information:

GENE Website: http://gene.calpoly.edu

Click on “Senior Projects”
Direct link: http://gene.calpoly.edu/senior-projects
Common Items

- Travel forms and procedures
- Purchase options and forms
- Reimbursement paperwork
- Budget planning and templates
- Shipping Information
Travel

- Please plan your travel and complete all necessary forms **1 week before your trip**.

- Drivers complete the full travel packet for their **first** trip only. For subsequent trips, only a travel request (1A form) is needed.

- All travelers should complete a 1A form if traveling outside of San Luis Obispo County.
Supply Purchase Options

- **Preferred:** The sponsor has all materials drop-shipped to campus.

- **Pro-card:** Request supply purchase through the GENE Office.

- **Reimbursement:** Team member/s purchases materials with their own funds and requests reimbursements with itemized receipts.
Track What You Spend

- Decide amongst your team who will be responsible for keeping track of the team’s materials & travel expenses.

- Keep copies of all receipts/invoices for your records and budget summary
Shipping Project Supplies

All materials must be shipped to campus. Use the following address for shipping:

California Polytechnic State University
Attn: (Your Name)
1 Grand Avenue
Mustang 60 Machine Shop
San Luis Obispo, CA 93407
Questions?

Thank you,
and good luck on all your projects!