

**Connections Cash**

**Funding Rules and Guidelines**

**Funding Purpose:** Clark Career Connections Cash is to be used as a form of financial support and reimbursement for an actively enrolled undergraduate Clark student to complete an approved career-readiness or professional development related day excursion or opportunity.

**Funding Eligibility:** All active undergraduate students

**Funding Use:** The following should be used as a guide to gain insight into the generally approved uses for these funds. Please note that this list is not exhaustive of all possible uses. However, per the funding allocation process: *all costs must be presented prior to the completion of the opportunity and are subject to review and approval by Clark Career Connections staff.* ***Please note: Funds cannot be reimbursed until after the event takes place.***

**List of Generally Approved Costs:**

*Funding is Per Diem ONLY and cannot be used to cover lodging or other overnight associated expenses.*

* Public transportation to and from the opportunity. If a car share/ride share service is used, reimbursement will be made from the Clark Campus (950 Main Street, Worcester MA 01610) to/from the opportunity or from a home address to/from the opportunity—whichever address provides for the shortest distance.
* Personal transportation: Gas mileage to and from the opportunity. Mileage will be reimbursed in relation to current gas price calculations. The current rate of reimbursement is 58.5 cents/mile. Reimbursement will be made from the Clark Campus (950 Main Street, Worcester MA 01610) to the opportunity/event or from your home address to the event-whichever is the shortest distance.
* Personal transportation: Toll fees
* Parking not to exceed $25 per opportunity
* Cost of job-fair or conference admission
* Food and beverage not to exceed $50 per opportunity. Alcoholic beverages are not an approved expense.

**Funding Cycle:** Students can apply for funding during the academic year. Funding must be used within the same academic year as awarded. The academic year will be defined by the evergreen dates of September 1st - May 31st.

**Funding Amount:** Students may receive up to $100 per academic year.Students can apply multiple times, and be awarded multiple times, but may not exceed the $100 cap. For international students, the cap will be raised to account for foreign tax costs associated with reimbursement.

**Funding Allocation Process:** Students will schedule a 15-minute appointment with CCC staff prior to the anticipated opportunity, where they will relate the foreseen charges for the opportunity. Funding and amount will be tentatively approved/denied based on staff review. After the opportunity, the student will submit the final funding request, including receipts or pertinent documentation demonstrating actual costs rendered. The final funding request will then be reviewed by CCC staff for approval. Once approved, CCC staff will submit for reimbursement. Funding reimbursement is submitted on the 1st and 15th of each month. The funds will be disbursed through the student's Clark Student Account via the Student Accounts Office. Funding will be processed in accordance with Student Account procedures and will take around 5 business days from time of submission to the Student Accounts Office.

**\*Funding Allotted Until Expended\***

**For more information, please email** [**opportunityfunding@clarku.edu**](opportunityfunding@clarku.edu)