Reimbursement Protocols:

Travel reimbursement:

- When requesting reimbursement, there will now be a required checklist similar to the one GSSA uses that lists all the requirements for submitting reimbursement. This checklist will be found along with the cost itemization forms in the mailroom. This checklist will also include an itemization of funding provided from other sources (GSSA, Dean’s Office, etc.)
- You must submit a thorough explanation of travel (who, what, where, when, why). If there was any cost splitting or other unusual situations, please include here.
- You must submit original receipts. Megan will be working with the Dean’s Office (Janet Morgan) and GSSA (Jennifer O’Brien) to distribute them accordingly, as those offices also require them. This will help us figure out the distribution of funds. Please continue to hand in a copy of the packet, along with the originals.
- Proof of Presentation: Badges are no longer acceptable proof of oral presentations. The student now must provide either a program that denotes the student as presenting author or a letter from the thesis advisor stating that the student was the presenting author.
- Costs:
  - Transportation: If you choose to rent a car and drive to a conference, you must provide proof that the cost is cheaper than flying. Also, when selecting flights, you will need to provide 3 quotes to prove that you shopped around for the best deals. Accounting can (and has in the past) deny reimbursement if they feel it is overly expensive and that the student could have gotten a better deal
  - Hotel: Same as above. Hotels.com is a very good resource for finding deals when it comes to hotel reservations
  - Food: When travelling for meetings, students will be given a standard per diem rate per day (https://www.gsa.gov/portal/category/100120) which ranges from $51-74 based on the destination city. The first and last calendar day of travel is calculated at 75 percent. **You do not need to keep these receipts,** unless you have approval for reimbursement beyond this level that can be done only with approval from the advisor and from the advisors funds. Please remember that money spent for an in-town conference (including meals and/or parking) cannot be reimbursed from a federal grant.

Non-Travel Reimbursement:

- When requesting reimbursement, you must submit original receipts, along with copies.
- There must be a thorough explanation for why you are requesting the reimbursement (remember: who, what, where, when, why)
- Seminar Snack Reimbursement: The budget is approximately $50 per seminar. You are not required to spend that much, assuming you can get a similar amount of food suitable for roughly 40 people. The department is now requesting that you do not shop at Whole Foods for these events because of the markup on cost.
- Food Events: All food events need to have a list of attendees (especially seminars).
All Reimbursements:

- **Accounts:** Your reimbursement will not be processed unless your PI’s account number is included when submitting. The only exceptions are seminar snacks purchases, which are reimbursed by the department.
- **Itemized Receipts:** You cannot submit receipts that are not itemized, including those from restaurants. Accounting will not approve requests without this because they need proof that you a) bought what you claimed and b) are not trying to be reimbursed for something that we are not allowed to reimburse (e.g. alcohol)
- **Receipts in General:** Please TAPE all receipts. Do not staple the receipt to the sheet of paper, as sometimes they need to be scanned in and it’s easier to run through the machine when it’s taped and not stapled.
- **Reminder:** As a rule, alcoholic beverages cannot be reimbursed. For events where alcohol is served (e.g. grad recruitment) please plan in advance to ensure there is prior approval from appropriate faculty/staff and spending within budget.