Student Expense Reimbursement Process

1) Fill out the reimbursement form.
2) Send the form, the original receipts and supporting documents to the Department Admin (Prachi Shah: pr.shah@northeastern.edu)
3) Receive payment via Direct Deposit in 3-4 weeks.

Reimbursement Guidelines

Excel Form:

- **Tab 1**: Only fill out the top section. Sign at the bottom under “Student/Employee”. Please have your PI sign under “Next Level Supervisor”
- **Tab 2**: Enter your itemized expenses on this tab only.
- Please provide index number with your submission. Please note that without the index number from PI to cover your expenses, the reimbursement will not be processed.

Receipts:

- Receipts are **required** for all expenses over $75:
  1. The receipt must be the ORIGINAL receipt.
  2. The receipt must contain an itemized list of your purchases.
  3. The receipt must show method of payment (ex: VISA, PAID)
- **Air, Bus and Train Travel**: The receipt must show the form of payment used, name of passenger(s), dates and routes of travel, airfare class, and amount paid.
- **Lodging**: The receipt must be an itemized hotel folio showing the form of payment used, name of traveler, nightly rate, taxes/fees, and any other incidental expenses associated with the lodging
- **Meals**: Restaurant purchases should include an itemized receipt of items purchased and a final receipt that includes tip (when applicable) and your signature.
- **Auto travel using personal car**: Requires exact street address of destination, original receipts for road tolls and parking, if applicable. Include a print-out of the driving directions of the route you took, with the total miles from start to end.
- If an original receipt is unavailable, make all reasonable efforts to supply documentation that supports the expense. If a receipt is unavailable for expenses incurred out-of-pocket, you may provide a secure copy of the credit card transaction history reflecting the charges. (For security purposes, be sure to block out credit card numbers and any other personal identifiable information.)
- **Awards**: Provide email confirmation of any awards (PhD network Travel Award/ BioE Travel Award) received.
• **Charges in foreign currency**: Use Oanda.com to support the conversion to US dollar amount for each charge submitted. Be sure to use the date charged for the expense for the conversion.
• Provide explanation for unusual circumstances such splitting lodging, uber or meals, etc.