

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.