

Reimbursements within CEE

-Requested reimbursements will be reviewed and submitted within 2 business days **AFTER** approval from the faculty advisor has been provided. See below for helpful tips to expedite expense report submissions.

HELPFUL HINTS & TIPS

-Obtain and provide PI approval at the time of submission to help eliminate delays

-When requesting Mileage Reimbursement, starting location should be listed as 2350 Hayward Street, Ann Arbor, MI 48109, not personal home address.

-When determining if an expense is an *Education Related Reimbursement*:

Classroom related expense "YES"

Educational training expense "YES"

Non-Classroom research expense "NO"

Reimbursements for GSRA/GSI U-M Students or Research Fellows

Helpful tips to expedite expense report submissions

- **All receipts are required within 45 days of the transaction date listed on receipt to guarantee processing.**
- **Faculty approval and a shortcode are required when submitting receipts**
- **Prepaid purchases (e.g. airfare, conference fees, hotel, etc...) should be submitted for processing upon purchase. Do not hold until after return from a trip to submit prepaid expenses.**

Requestors who currently have Concur capabilities to process reimbursement requests will use the following reimbursement system to process his/her business travel or business expense report. The system can be found at: <https://me-web2.engin.umich.edu/thr/index/newform?dept=215000>

Required fields for the Standard Reimbursement

Uniqname

Purpose of Purchase

Education Related (Yes or No)

Estimated Reimbursement Amount

Shortcode(s)

Attach receipts

Required fields for Travel/Hosting Request

Uniqname

Purpose of Trip/Hosting Event

Destination (City/State)

Trip/Event Duration

Education Related (Yes or No)

Received Rackham Grant (Yes or No) *If yes, attach copy of award notice

Shortcode(s)

Travel/Hosting Breakouts (complete as needed)

Attach receipts and attendee list (if applicable) for hosting

If claiming mileage attach copy of MapQuest or Google Maps with to/from locations.

*Attached are sample screen shots highlighting the required information.

Reimbursements for Fellowship Students

Helpful tips to expedite expense report submissions

- **All receipts are required within 45 days of the transaction date listed on receipt to guarantee processing.**
- **Faculty approval and shortcode are required when submitting receipts**
- **Prepaid purchases (e.g. airfare, conference fees, hotel, etc...) should be submitted for processing upon purchase. Do not hold until after return from a trip to submit prepaid expenses.**

-Fellowship students incurring business expenses on behalf of the University are eligible for reimbursement. Included, are the necessary steps in submitting expenses for reimbursement.

-Complete the fillable Reimbursement Request Form.

-Scan the form, receipts and include any supporting documentation to confirm the business purpose for the purchase and enclose the faculty advisor approval notice and email to cee-AdminTeam@umich.edu.

***Approval notification from the faculty advisor needs to be included so not to delay the reimbursement process.** -The Admin Team will process the reimbursement accordingly.

- If a vendor number is on file, the request will be processed without delay.
- If a vendor number needs to be requested, the process may be delayed by an additional 3-4 days.

-If you have direct deposit, the reimbursement will be deposited into your personal bank account. Otherwise, a check will be mailed to the address on file.