CEE Reimbursement Instructions

Guidelines for All

- **Submit receipts and out of pocket expenses within 30 days of the transaction date to allow CEE internal processing prior to the University's 45-day deadline.**
- Include the faculty's approval to use a short code in your submittal.
- Include a map showing mileage and route taken if requesting mileage reimbursement; if employed, the starting and ending point should be CEE's location of 2350 Hayward Street, Ann Arbor, MI 48109.
- Receipts must be readable and show:
  - vendor name
  - cost, description and quantity of the item(s)
  - date of purchase
  - method of payment
- Link to detailed, step-by-step instructions.

Reimbursements for Guests and Non-Employed Students
(includes: guests, non-employed UM students, UM students on fellowship)

Send an email requesting reimbursement to cee-adminteam@umich.edu and include the following:

- completed reimbursement request form
- receipts and any backup documentation
- approval from faculty to charge against a short code
- if any funding was received towards the expenses (e.g. Rackham Grant), include a copy of the grant

The CEE Admin Team will review and submit your request to the Shared Services Center within 2 days of receiving all required documentation/short code approval. You should expect a request for an electronic signature from U-M SignNow within the next week. Once this step is completed, a check will be mailed to the address provided on the reimbursement request form.

Requester sends email & reimbursement documents to Admin Team → Admin Team reviews & submits request to SSC → SSC prepares TBHER form & sends to requestor for signature → Requester submits electronic signature → Reimbursement is mailed out

Reimbursements for Employees
(includes: GSI, GSRA, research fellows, staff, faculty, temp workers)

Employees will be reimbursed through UM's expense system called Chrome River (via Wolverine Access) by submitting an expense report. The Shared Services Center will create the report and notify the employee once the report is ready to submit. To initiate this process, use CEE's on-line reimbursement system to submit your request and upload the following:
- receipts and any backup documentation
- approval from faculty to charge against a short code
- if any funding was received towards the expenses (e.g. Rackham Grant), include a copy of the grant

The CEE Finance Team will review and submit your request to the Shared Services Center within 2 days of receiving all required documentation/short code approval. Once you receive an email from the Shared Services Center that your expense report is ready to submit, go into the Chrome River expense system and submit it. You should receive either a direct deposit or a check sent to your address (however you normally receive your paycheck).

Tips to Expedite Employee Submission and Reimbursement
- Provide short code approval at the time of submission to eliminate delays.
- Prepaid purchases (e.g. airfare, conference fees, etc.) should be submitted upon purchase. Do not hold until after returning from a trip to submit prepaid expenses.
- While in the on-line reimbursement system, when determining if an expense is an Education Related Reimbursement:
    - Classroom related expense "YES"
    - Educational training expense "YES"
    - Non-Classroom research expense "NO"
- Add Pat Brainard (pbrainar) as your default expense approver to your Chrome River reports.
- **Watch for an alert from the Shared Services Center and submit your report in Chrome River once it's ready!**