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](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.