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.

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**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.