**IMPORTANT INFORMATION REGARDING YOUR REIMBURSEMENT REQUEST**

**PLEASE REVIEW CAREFULLY BEFORE SUBMITTING YOUR REQUEST**

# **Requests for $150 or under:**

* Requests $150 or below are handled through the online petty cash process through the Bursar’s office
* Follow this link with instructions: <https://www.elon.edu/u/fa/bursar/departmental-reimbursements/>
* You are required to enter an account number in the online form. Choose the correct account number from the list below:
1. Honors: 0-190015-51062
2. Lumen: 1-191010-59559
3. Center for Research on Global Engagement: 0-190128-56550
4. UR Grant-in-Aid: 0-190045-51062
5. UR Travel grant: 0-190045-55565
6. UR SURE: 0-190053-57085
7. UR NCUR: 0-190051-55565
8. UR Sustainability: 1-190071-58051
9. UR Glen Raven: 1-105053-57085
10. UR Sinclair: 1-190077-57085
11. UR Watts: 1-190113-57085
12. UR Wise: 1-190103-57085
13. UR Rawls: Contact Emily Moser at emoser3@elon.edu as account numbers vary
* Please make sure correct receipts are submitted as attachments in your online request.
	+ To guarantee the correct documentation, please review the information below in “IMPORTANT REMINDERS AND TIPS ABOUT RECEIPTS”
	+ **If you forget to attach the receipts online**, email or physically drop off receipts to Emily Moser in Powell 108
* After completing the online form, you should receive an email from e-docs letting you know that your reimbursement has been approved. This means it is ready for pick up from the Bursar’s office in Alamance Building.
* If you do not receive the email notification from e-docs after one week of submitting your request, please contact Emily Moser at emoser3@elon.edu

# **Requests for reimbursements $151 and above:**

* All requests should be sent to **p108reimburse@elon.edu**.
* Requests must consist of a completed request form and acceptable receipts
* Advances on reimbursements can only be made for Lumen requests **\***
* If your reimbursement request is approved, you should receive a check within two weeks. If you do not receive a check within this amount of time, contact Emily Moser at emoser3@elon.edu

**IMPORTANT REMINDERS AND TIPS ABOUT RECEIPTS:**

* **Please organize multiple receipts into ONE DOCUMENT and attach to your Reimbursement Request form.** Outline charges on form, and label each corresponding receipt.
* All receipts must have the **payment type and the last four digits of the card number**
* **\*\* ORDERS MUST HAVE BEEN RECIEVED TO OBTAIN REIMBURSEMENT \*\***
	+ Receipts must include arrival date of items – you must be able to show that you have, in fact, received your items before reimbursement is possible
	+ Receipts/Order confirmations that say “Not yet shipped,” “Out for delivery,” or something similar will **NOT** be accepted
	+ Often, when your order has arrived, the company will send some kind of “order arrival email” with your receipt; This is what you **SHOULD** submit
* If your receipt does not have card information, submit your receipt along with a screenshot of the charge posting in your bank account/statement
	+ Charge **cannot** be listed as “Pending” in your account, it must be completed
* For Amazon receipts:
	+ you must submit the “Final Details” page from your Amazon account
	+ Again**, items must have arrived to desired destination**, **NOT “**Out for Delivery” or “Not yet shipped”
	+ E-gift cards cannot be in “not yet sent” or “pending” status—transaction must be completed
* Missing receipts
	+ If you lose a receipt, you must complete a Missing Receipt Affidavit: <https://www.elon.edu/u/fa/purchasing/wp-content/uploads/sites/757/2019/09/MissingReceiptAffidavit9-19.pdf>
* Travelling
	+ Flights
		- Flights can be reimbursed before travel
		- You must provide a full itinerary of the trip and payment information
	+ Hotels
		- Hotels **cannot** be reimbursed in advance
		- You must provide hotel bill that is provided at checkout
	+ Gas mileage
		- Mileage is currently 0.58.5/mi
		- When submitting mileage, you must include a screenshot of route showing mileage
* International Travel
	+ Receipts in request must be submitted in a spreadsheet that breaks down each item/purchase by:
		- Item/vendor
		- Amount spent in foreign currency
		- Conversion amount to USD
	+ You must include a screenshot of the conversion website you are using
* \* Advances **(Lumen only)**
	+ Request in with the same reimbursement form
	+ **ALL ADVANCES MUST BE RECONCILED WITH RECEIPTS**
	+ Within one week (or by May 31, whichever comes first) after purchase or return from travel, provide all receipts to Emily Moser
	+ If there are funds remaining from the advance, they must be deposited by the student at the Bursar’s office
		- use account number 1-191010-59559
		- Submit the deposit receipt to Emily Moser, along with expense receipts

**If your reimbursement is submitted incorrectly, you will be notified by email that it was not accepted. You will need to identify the errors, make the needed adjustments and resubmit as a complete submission (i.e., completed reimbursement form and all receipts).**

**No individual receipts or any other documentation will be accepted as separate submissions. You must resubmit the entire request in whole.**

**\*\* FAILURE TO MEET REQUIREMENTS MAY AFFECT YOUR ABILITY TO RECEIVE COMPOSITION FOR YOUR REIMBURSEMENT REQUEST \*\***