

## 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](mailto: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](mailto:emoser3@elon.edu)

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

- All requests should be sent to [reimbursements@elon.edu](mailto:reimbursements@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](mailto: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 RECEIVED 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 \*\***