

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/departamental-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 Charles Darden at cdarden4@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 Charles Darden 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 Charles Darden at cdarden4@elon.edu

Requests for reimbursements \$151 and above:

- All requests should be sent to **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 Charles Darden at cdarden4@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 Charles Darden

- 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 Charles Darden, 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 ****