**Please read this guide carefully and follow instructions closely.**

Elon’s general accounting procedure is to pay research funds out as reimbursement, after expenses are incurred. Your MFS scholarship money can be used for expenses directly related to your research. Research-related expenses might include books directly connected with your research project, transportation to/from a research site, conference participation/travel costs, and so forth.

All requests for reimbursements will be made through Dr. Allocco and will be processed by Kristen Perry ([kperry19@elon.edu](mailto:kperry19@elon.edu)).

We recommend that if you have questions about whether an expenditure is research-related that you ask in advance of spending any funds. We’re here to help!

1. You are responsible for completing the Multifaith Scholars Reimbursement Request Form (on the MFS website—best if you have just a few receipts) or the MFS Research Expense form (also on the MFS website —best if you have many receipts) and numbering each receipt to correspond with the item number on the form.
2. Modest use of funds is strongly recommended. If your research involves travel, when you are choosing accommodations and restaurants remember that you are traveling as a researcher, rather than on vacation. Note that alcohol is not covered as a research-related expense and is not reimbursable.
3. Receipt instructions:

* You must submit a proof of purchase for each expense, i.e., an itemized receipt. Receipts must be organized, legible, and original receipts. A Missing Receipt Affidavit (available on the MFS website, as well) should be submitted in the rare case where a receipt was not issued or has been misplaced.
* Receipts must show the date of purchase, total expense, payment type (e.g., Visa, Mastercard, etc.), and the last 4 digits of the card used.
* If the receipt does not show the card information (\*\*\*\*1234 or XXXX1234), you must also submit a screenshot of the bank statement showing the charge posted to your account.
* Amazon/online order receipts must be submitted as the “shipped” receipt, showing the subtotal, shipping, tax, and transaction total, in addition to the payment method.
* If a credit card charge is in a foreign currency, Accounting requires the credit card statement reflecting the charge in USD amounts for each transaction, in addition to the receipt. If you paid cash in a foreign currency, Accounting requires you to submit a screenshot of the foreign currency conversion rate covering the relevant period (day/month) in addition to the receipt.
* Mileage: Elon will reimburse for mileage driven in your personal car for research. The current reimbursement rate is $0.655 per mile. You must submit a screenshot of your route showing the mileage distance. Add a date to this printout to indicate when the trip was taken.
* Hotels: Hotel bills cannot be reimbursed in advance. Accounting requires the final hotel bill received at checkout, **not** the reservation confirmation. Be sure the hotel bill is in your name.
* Flights: Flights can be reimbursed prior to travel. Accounting requires a full itinerary of the route, including departure and arrival, in addition to the total cost paid and payment method.

1. You may submit for reimbursement at any time for either partial or full amounts of your MFS funds, but all reimbursement requests must include a complete Reimbursement Request form or Research Expense form with receipts numbered as described above in numerical order attached. Dr. Allocco and/or Kristen will send back any request packets that are not complete and correct.
2. Any research equipment (e.g., audio-recorders) that are purchased are the property of Elon University and must remain at Elon after you graduate.
3. All reimbursements totaling $150 or less will be submitted to the Bursar’s office as a petty cash reimbursement, rather than a check request submitted to Accounting. The same documentation for reimbursement applies. Kristen will submit the petty cash reimbursement on your behalf after Dr. Allocco has approved your reimbursement.