



Reimbursements

This tip-sheet will help navigate the reimbursement process for research- related expenses, travel, field work, etc. Always receive approval for using faculty grant or department funds prior to your planning.

1. After the travel or expenditure, submit a reimbursement form and all receipts to eetravel@bu.edu. (A sample form is attached.) This must be done within 30 days.
2. Following processing, BU will dispense the funds within 10 business days. All reimbursements are sent via U.S. mail.

Receipt Requirement	Itemized receipts are required at all times.
Airfare	Book on U.S.-based carriers when flying domestically. If flying internationally, discuss your plans with your advisor and/or the grants administrator, as there may be restrictions on which airlines you can book.
Business Class Travel	Upgrades are not reimbursable. Upgrades needed for medical reasons need approval from the Equal Opportunity Office.
Travel Insurance	BU will not reimburse for travel insurance.
Conference Travel	All payments associated with conference attendance, including registration fees and travel costs, cannot be reimbursed until <i>after</i> the conference.
Professional Organization Membership	Most grants will not allow reimbursements for membership dues. Please discuss with Josh in advance.
Meals	Receipts for individual meals must accompany the expense report and be itemized. Students do not have permission to pay for anyone other than themselves without prior approval.
Per Diem Meals/Incidentals	If pre-approved by advisor and permitted by funding source. Per Diem for lodging is not permitted.

Josh can book travel and lodging and pay conference fees in advance so you don't have to carry these charges on a credit card or be short until reimbursement.

Please complete all sections of this form and send *with* itemized receipts to:



Affiliation: Student

Name: Matt DiCintio

Travel Dates: 8/12/19 - 8/15/19

Location(s): New Orleans, LA

Funding Source: Fulweiler NSF

Mailing Address*: 123 Smith St

*students and quests only

Smithville, MA 02216

Trip Purpose: ocean conference

Sum: \$1,370.20

MISCELLANEOUS NOTES

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Contact Josh Maldonado, Graduate Program Coordinator
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