



Reimbursement Guidelines

- 1. While traveling, please keep and maintain all receipts related to conference travel.

Qualifying expenses for reimbursement	Non-Qualifying expenses
Cost of meals/food	Alcoholic beverages, beer, wine, and cocktails
Ride-share fares/taxi-cab	Membership fees
Conference registration	
Air-fare/ car rental	

- 2. Establish bank account linked to financial aid account
 - a. The reimbursement process can't occur without a linked account.
- 3. Fill out the [Student/Supplier Information Form \(SIF\)](#) with accurate details.
- 4. Complete the Post-Conference Action Plan in College Connect: [click here](#)

**** For International Students****

In addition to receipts for reimbursement, submit additional documents:

- 1. Copy of passport
- 2. Copy of VISA
- 3. Copy of [I-20](#)
- 4. Copy of [I-94](#)
- 5. Copy of [W-8BEN](#)
- 6. [Compliance Statement for Payments to Visitor](#)