Reimbursement Guidelines

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

<table>
<thead>
<tr>
<th>Qualifying expenses for reimbursement</th>
<th>Non-Qualifying expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of meals/food</td>
<td>Alcoholic beverages, beer, wine, and cocktails</td>
</tr>
<tr>
<td>Ride-share fares/taxi-cab</td>
<td>Membership fees</td>
</tr>
<tr>
<td>Conference registration</td>
<td></td>
</tr>
<tr>
<td>Air-fare/ car rental</td>
<td></td>
</tr>
</tbody>
</table>

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](#)

rev spr2024