HOW TO BE REIMBURSED

All expenses with the exception of registration and airplane tickets can only be reimbursed once travel is completed.

You must keep **ALL** receipts.

In order for us to use URP Grant funds for your plane ticket, you MUST use an Emory travel agency listed and accessible here:
https://www.finance.emory.edu/home/travel/air_travel/index.html

Complete your reimbursement forms and turn them into the URP office as soon as possible. The deadline for turning in your reimbursement documents is two weeks after you return from your conference. If you do not submit your paperwork by this time we cannot reimburse you.

Please fill out each of the requested documents with a <u>dark</u> writing instrument, using penmanship that can <u>easily be read</u>. Since these documents are technically contracts, we cannot re-write or alter them for you. More detailed instructions for the individual forms can be found below.
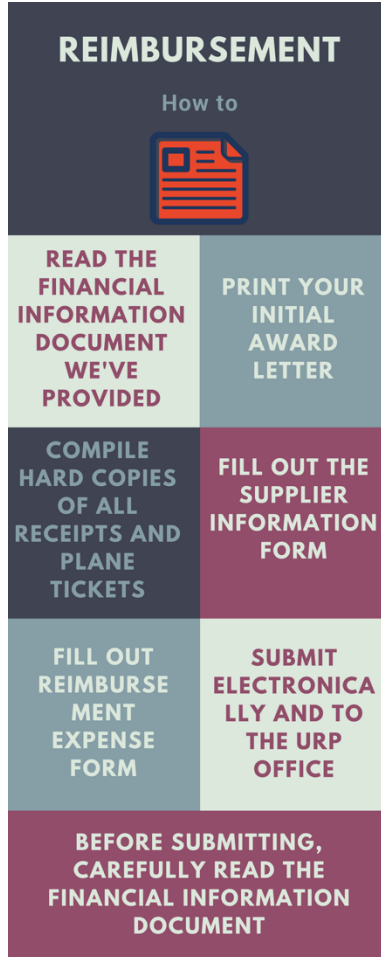
To Get Reimbursed:

1. Print a copy of your initial award letter; this should be the first document. This is the email that you received from URP notifying you of your award and the amount.

2. Affix **ALL** receipts to 8x11 sheets of paper (many receipts can be on one page, but please only use **one side of the paper**)
   a. For each receipt, explain the use, e.g. food, travel.
   b. Write up the total costs next to each receipt.
   c. Turn in only the receipts for which you are requesting reimbursement.

3. Complete the following required forms:
   a. Supplier Information Form
      (https://www.finance.emory.edu/home/Procure%20and%20Pay/EU%20SUPPLIER%20INFORMATION%20FORM%202.2.16.pdf)

      b.   Expense Form (See below)

4. If you are an international student fill out these forms as well:
      a.   [W-8-BEN](#) (international students only)
      b.   [Foreign National Visitor Form](#) (international students only)

5. Print a copy of your confirmation of abstract acceptance

6. Print a copy of your plane ticket.
      a.   Include this even if you are not requesting reimbursement for your flight.
      b.   This should include identifying information, so that it is clear that you took the trip.

7. Submit all required documentation.
      a.   **Scan** and attached to email: ec.sire@emory.edu **AND**
      b.   Deliver hard copies of the **ORIGINAL DOCUMENTS** to White Hall 217-218

Important Guidelines:

1. **Please indicate if your faculty member has bought you a plane ticket or spent money on your behalf.**
      a.   Please provide us with the contact information for your faculty mentor. We will require the receipts and perform a post-purchase funds transfer to your faculty member.
2. If **you** as the student **made purchases**, please be sure to keep all your receipts and fill out the supplier information form.
      a.   You will be reimbursed when all the proper paperwork has been processed.
3. If you **travel internationally** for your research please read the travel section of the Checklist document.
      a.   Additionally, when filling out your reimbursement expenses, you have to provide a currency exchange for the date of service or purchase. It is very important that you have the exact conversion rate for the exact date of the service. If you don't provide us with the correct information, your forms will be sent back to you for correction.
4. If you have not yet made travel arrangements you may do so using your grant funds.
      a.   For additional **assistance with travel reimbursement,** go to the travel section of the Checklist document (attached to award email).

CONFERENCE GRANT AWARD REIMBURSEMENT GUIDELINES

REIMBURSEMENT

How to

READ THE FINANCIAL INFORMATION DOCUMENT WE'VE PROVIDED

PRINT YOUR INITIAL AWARD LETTER

COMPILE HARD COPIES OF ALL RECEIPTS AND PLANE TICKETS

FILL OUT THE SUPPLIER INFORMATION FORM

FILL OUT REIMBURSEMENT EXPENSE FORM

SUBMIT ELECTRONICALLY AND TO THE URP OFFICE

BEFORE SUBMITTING, CAREFULLY READ THE FINANCIAL INFORMATION DOCUMENT

Please note that funds can only be used for approved expenses. URP funds cannot be used to purchase visas, calling cards, equipment, or memberships.

Detailed Grant Fund Financial Information

We need you to **scan, not photograph**, the following documents. Please ensure the writing is both **legible** and **dark** enough to easily read.
You will also turn in hard copies of all original documents.

Award and Conference Documentation	1. Print a copy of your initial award letter; this should be the first document. • This is the email you received indicating your award amount. 2. Print a copy of confirmation of abstract acceptance.

Supplier Information Form	1. The link to the Supplier Information Form can be found here:
	 2. This form needs to be **signed**
	 3. **All the boxes at the bottom in the certification section must be checked.**
	     a. Complete only **page 1** of the form.
	 4. If your **parent works at Emory** let us know
	     a. This requires additional paperwork. Please provide us with their name.
	 5. You do not need to fill out the Emory University Contact Information section.
	 6. Please print out the form and put your signature in the bottom, do not print your name in the signature section.
	 7. **Use local mailing address**
	     a. If you receive electronic payments in OPUS, you will receive an expense reimbursement to the same account. If there is no bank information in OPUS, a check will be mailed to the address on file.
	 8. **If this form is filled out incorrectly, it will be returned to you for correction.**

Receipts and cost documentation:	1. **Copy of your airline ticket**. We need this even if we are not reimbursing the cost of the ticket.
	 2. Hard copies of all receipts
	     a. Must be attached to an 8.5x11 sheet.
	     b. Please attach to only one-side
	     c. Write up the total costs next to each receipt. This is particularly important when the receipt includes items that are not connected to research. Those costs should be subtracted.
	 3. **Filled out expense form template** (see below)
	     a. For each receipt, you need to explain the use. What is it and how did it connect to your research? This doesn't have to be a long explanation, but a short description.
	     b. Please indicate the amount funded in each category. Please highlight the pieces for which you are requesting reimbursement. NOTE: If paid by URP directly, this amount

	is subtracted from your original award, so should not be included in the "Reimbursement Requested" amount.
Submit electronically and provide hard copies.	**Scan and attach to email** sent to ec.sire@emory.edu. **Hand deliver hard copies** to URP office located in White Hall 217-218.

REQUIRED DOCUMENTATION FOR NON-RESIDENT ALIEN REIMBURSEMENT REQUEST:

W-8-BEN Form	**https://www.irs.gov/pub/irs-pdf/fw8ben.pdf**
Completed Foreign National Visitor Form	http://global.emory.edu/documents/foreign_national_visitor_info_form.pdf

Expense Form

Please indicate the amount funded in each category. Please highlight the pieces for which you are requesting reimbursement. NOTE: If paid by URP directly, this amount is subtracted from your original award, so should not be included in the "Reimbursement Requested" amount.

Conference Grant Recipient Name:
ID #:   **email:**
Conference Name and Dates:
Conference Location (City/State/Country):
Award Amount:
External Funding Amount:

Expense Form:

	Already Paid by URP Directly (should only be flight and/or registration)	**Student's Personal Funds** (these should include only what is going to be reimbursed)	**Notes/Tips**
Transportation			1) Attach receipt. 2) Airfare-Must be booked through Emory Travel to be reimbursed. Include a copy of your plane ticket.
Hotel			1) Attach receipt. Receipt must be in awardees name EVEN if splitting a room with others.
Meals			1) $50/day NO Alcohol 2) Attach itemized receipts
Parking/Taxi/ Shuttle			1) Attach itemized receipts
TOTAL			

Total Paid by URP Directly $_____
Total Expenses $_____
Reimbursement requested $_____