STUDY ABROAD REIMBURSEMENTS CHEAT SHEET

Please note: This is just a brief summary of the study abroad reimbursement request process. It is NOT A SUBSTITUTE for the full instructions and policies found on our website at http://studyabroad.richmond.edu/?go=Reimbursements.

60-DAY RULE
Study abroad-related receipts must be fewer than 60 days old to be eligible for reimbursement.

RECEIPTS
What constitutes acceptable proof of payment is probably one of the more problematic and frequently-encountered issues the OIE runs into with reimbursement requests.

We strongly recommend reading the Receipt FAQ on our website so that you’re familiar with various issues involving reimbursement receipts (there are more than you might think!).

Whenever possible, obtain a standard receipt from the vendor. Doing so will help avoid problems when seeking reimbursement, because the University must adhere to IRS regulations regarding proof of payment. The standard receipt can be a printed paper receipt or electronic (a clear photo of a paper receipt, an emailed receipt from the vendor or a screenshot of the online payment confirmation page, for example).

If no standard receipt is provided by the vendor, follow the instructions in FAQ #2 in the Receipt FAQ webpage.

NOTIFICATIONS
Due to the large volume of reimbursement requests submitted by study abroad students, the OIE cannot send individual confirmations when requests have been received and/or processed. Please do not expect such notifications. The OIE will notify you only if there is a problem with your request.

If there is a problem with your reimbursement request, the OIE will email you once regarding the problem. Repeated reminders will not be sent; it is your responsibility to follow up in a timely manner. If you do not, then you may lose out on your study abroad-related reimbursement opportunity once your receipt is older than 60 days.

FULFILLMENT
You’ll be reimbursed by check mailed to the address you provide on your Reimbursement Request Form, unless you are signed up for direct deposit with Accounts Payable (not Student Employment), in which case the funds will be electronically deposited into the bank account you provided to Accounts Payable. If you’re unsure whether you’re signed up, please click here for more information.

Please allow 4-6 weeks for your reimbursement request to be fulfilled – possibly longer during peak periods (usually November-December and June-July).

CAN MY REIMBURSEMENT BE PAID DIRECTLY TO MY PARENT/GUARDIAN?
No. The reimbursement must be issued to you because you are the one receiving the benefit (visa, passport, etc). If your parent/guardian paid for the expense on your behalf, you can refund them with your OIE reimbursement funds.

GENERAL REIMBURSEMENT INSTRUCTIONS
Visit the Reimbursements website to determine whether your study abroad expense is eligible for reimbursement. See sections below for more specific instructions for getting reimbursed for cultural excursions and gym memberships. Reimbursement Request forms submitted without accompanying receipts will not be processed, and vice versa.

REIMBURSEMENT AMOUNTS
Please review the “Eligible Expenses” section of the main Reimbursements webpage for a list of how much you may be reimbursed for various expenses. Some expenses are reimbursed 100%, while others have a maximum cap.
**PASSPORT, VISA AND RESIDENCE PERMIT APPLICATION FEES**

Please note that **only the actual application fees are reimbursable** for passports, visas and residence permits (if and when applicable). Additional costs such as photos or shipping/courier fees – among other things – are not reimbursable. Reimbursement requests submitted for ineligible costs will not be processed. Please carefully review the “Ineligible Expenses” section of the main Reimbursements webpage for a list of costs which are ineligible for reimbursement.

**CULTURAL & ACADEMIC EXCURSIONS**

Look to see if your excursion is eligible for reimbursement by reviewing the “Reimbursable Excursions” and “Ineligible Excursions” lists at the bottom of the Cultural and Academic Excursions webpage. **Be sure to read this webpage very carefully.** Reimbursement requests for ineligible excursions will not be processed.

If your excursion is eligible for reimbursement then follow the regular reimbursement instructions, which involve submitting a Reimbursement Request form along with your receipt.

**GYM MEMBERSHIPS**

**No pre-approval is required** to request a reimbursement for student gym facilities offered by your host institution. Simply follow the regular reimbursement instructions, which involve submitting a Reimbursement Request form along with your receipt from the gym.

**Pre-approval is required** for all other gym membership or athletic classes/lessons (whether classes are taken as a credit-bearing elective course or through a private organization) reimbursements. If your gym membership falls into this category, or if you’re not sure, please visit the **Gym Membership Reimbursements webpage** for full instructions.

Please note that there is **NO** specific pre-approval request form for alternate gym memberships (like there is for cultural/academic excursions). Go to the above link for full instructions on how to request pre-approval, if needed.

**DOCUMENTS YOU’LL NEED**

Reimbursement Request form **required for all reimbursement requests**

Receipt(s) – refer to the Receipt FAQ for information about what is acceptable as proof of purchase

CamScanner – free Android/iPhone/iPad app that converts photos to PDFs. **Extremely useful with receipts!**

Tips to prepare PDF or JPG receipts – this is very helpful!

**Questions?** See the Reimbursements website for full details