

# 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.

## **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!

[How to Save Any Document as a PDF](#)

[Tips to prepare PDF or JPG receipts](#) – this is very helpful!

## **RECEIPTS**

---

### **IF YOU READ NOTHING ELSE, PLEASE READ THIS SECTION!**

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 [MUST READ page](#) of the Reimbursements website, especially the [Receipt FAQ](#) 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](#), etc). **DO NOT SUBMIT HTML FILES.**

**If no standard receipt is provided by the vendor**, follow the instructions in [FAQ #2](#) in the Receipt FAQ webpage.

## **NOTIFICATIONS**

---

**Please do not expect individual confirmations when requests have been received and/or processed.** Due to the large volume of reimbursement requests submitted by study abroad students, such notifications are not possible. 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.

## **WHEN AND HOW YOU WILL RECEIVE YOUR REIMBURSEMENTS**

---

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 Payroll/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-January 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, processing fees, service fees, bank fees, medical exam fees 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 EXCURSIONS**

---

**Some study abroad programs are not eligible for excursion reimbursements.** [Click here for the full list.](#)

Review both the “Reimbursable Excursions” **and** “Ineligible Excursions” lists [at the bottom of the Cultural Excursions webpage](#). **Be sure to read this webpage very carefully, because not all excursions are eligible for reimbursement!** Reimbursement requests for ineligible excursions will not be processed.

If your program and excursion are eligible for reimbursement then follow the regular [reimbursement instructions](#), which involves submitting a Reimbursement Request form along with your receipt.

## **GYM MEMBERSHIPS**

---

No pre-approval is required to request a reimbursement for those listed in the “Reimbursable gym/athletic activities” section of the [Gym Membership Reimbursements webpage](#). Please note that some gym/sport activities are ineligible for reimbursement; refer to the “Ineligible for reimbursement” section of the webpage for details.

**When gym memberships are charged weekly/monthly:** You can submit multiple weekly/monthly gym receipts with a **single** [Reimbursement Request Form](#) as long as your accumulated receipts are fewer than 60 days old when you submit them. Be mindful of the 60-day window so that you do not accidentally wait too long and submit an expired receipt.



**Questions?** [See the Reimbursements website for full details](#)