HOW TO reimburse Students (Postdocs, Employees, etc.)
https://mse.engin.umich.edu/internal/howto/
[updated February 2020]

Decision Tree > 2/3 rule > if 2 out of 3 answers are MSE, then MSE processes your reimbursement.
1. Are you a Materials Science & Engineering (MSE) Student?
2. Is your Advisor in MSE?
3. Is the shortcode MSE? (ask your Advisor)

Business Purpose
The university will reimburse students & employees for reasonable & necessary expenses incurred in connection with approved business travel & hosting & supplies for lab. A ‘necessary expense’ is one for which there exists a clear business purpose and which is within university expense policy limitations. The business purpose must support or advance the goals, objectives & mission of the university & must adequately describe the expense as a necessary, reasonable, & appropriate business expense for the university.

1. hosting reimbursements to be processed within 45 days of hosting event date
2. Travel reimbursements to be processed within 45 days of travel return date. You can only be reimbursed for business portion of your travel; personal travel expenses will not be included. Yes, you can get reimbursed for some travel expenses prior to your travel departure (i.e. registration, airfare, lodging deposit)
3. Supply reimbursements to be processed within 45 days of purchase date

Guidelines for receipts
A proper receipt shows the itemized description of the items purchased, the date of purchase, the amount paid & the method of payment. Receipts must contain appropriate detail, including starting & ending destinations, hotel charges & detailed item charges.

When submitting an expense for hosted meals, MSE requires an itemized receipt from restaurant or caterer.

Required receipts must be attached in the university’s travel and expense system (employees), or to the travel and business hosting expense report (non-employees). Approvers should confirm that the attached receipts are legible.

Receipts are not required for domestic or foreign food expenses

2/13/2020
Per diem

- Can student/employee receive **per diem**, actual receipt amount or no greater than the per person meal limits of $25 breakfast/$25 lunch/$55 dinner
- The per diem policy for all university employees (student & staff) business travel applies only to travel meals and incidental expenses (not lodging)
- Ground transportation (e.g., taxi, shuttle) to and from airports and railroad stations, and between business meetings while on travel status, is NOT included in the per diem incidentals
- Receipts are not required for domestic or foreign per diem expenses
- The per diem policy applies to all university student employees
- Student employees, staff, and Faculty traveling together on business should not share a meal as a business-hosted meal instead of per diem
- Meal reimbursement for travel or for university business hosted events is actual or no greater than the per person meal limits of $25 breakfast/$25 lunch/$55 dinner
- Units also have the option to pre-pay per diems for students or guests with the Stored Value Card Program

Prepare before clicking link below

- System will recognize Student UMID and will automatically use their UM record to create the voucher and pay to their direct deposit account
- If Student does not have direct deposit set up in their UM record, then a check will be mailed to address on record. If Student address has not changed since the last reimbursement, then continue using the link in next section to submit your reimbursement request
- If Student address has changed OR Student has never turned in a W9 form to UM with home address, etc. (needed for payment purposes), then please click this link [https://ssc.umich.edu/wp-content/uploads/sites/75/2017/04/Substitute-W9_fillable.pdf](https://ssc.umich.edu/wp-content/uploads/sites/75/2017/04/Substitute-W9_fillable.pdf) fill out and send to email dla@umich.edu for further processing
- Need email from your advisor stating **approval** to be reimbursed AND a valid **shortcode** to use for payment of reimbursement, to be uploaded with your receipt(s)
- If hosted meal, then full names of all guests, their title & Institution required in the form
- Update approvers on your **concur page** in profile > profile settings > expense approvers, with your concur employee access:
  - box 1 [default approver] = financial admin email of your Advisor/Faculty
  - box 2 [default approver 2] = email: dtrichar@umich.edu (Derrick Richardson [Todd], Manager, MSE) [https://www.concursolutions.com/home.asp](https://www.concursolutions.com/home.asp)
Any questions before you submit request, contact Debbie at email dla@umich.edu OR phone 763-9425

After Submit Button
when you complete the form from link below and click submit, your completed form will go to UM Shared Services Center (SSC) & SSC will prepare an expense report for you & you will receive email communication from SSC. 

Any questions after you submit request, contact shared Services center (SSC) at phone 615-2000 OR reply to the Case email you will receive after assigned to an SSC representative

When student / employee uses provided link (below) you will be asked to log in using your UM credentials, then answer questions, follow instructions, submit for reimbursement
.....https://deptapps.engin.umich.edu/thr/index/newform?dept=221800

FOR DEPARTMENTAL INFORMATION ONLY

• The student address on record can be a generic address used to protect personal information
• When a Student uses the reimbursement link, they will fill out a form (with ‘employee’ status) AND staff will be able to see the submission in MSE travel & expense system
• If Student is not ‘employee’ status, then form will give Student a message in the screenshot, which will direct Student to use another link to complete an online form that will go directly to SSC for processing. Staff won’t see the submission in MSE travel & expense system
• For ‘single pay’ and ‘individual’ for reimbursement, these are NET payment (paid 3-7 days depending on approvals needed/obtained) > per SSC (Rachel) 9/11/19