How To Reimburse  
(student, postdoctoral scholar, research scientist, staff, etc)  
(updated September 2021)

Decision Tree: 2/3 rule...If 2 out of 3 answers below are MSE, then MSE may process your reimbursement
1) Are you a Materials Science & Engineering (MSE) Student/Employee?  
2) Is your Advisor in MSE?  
3) Is the shortcode MSE funds?

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. 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). If you purchase lodging from an ‘airbnb’ (individual), a W9 may need to be completed by the airbnb individual & payment processed thru UM People Pay. See People Pay Decision Tool at https://peoplepay.umich.edu/  
Check receipts that they are legible after you upload.

2. 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. Check receipts that they are legible after you upload.

3. Hosted meals reimbursements to be processed within 45 days of hosted event date. Full names of all attendees, their title & Institution required for all events with food. When submitting an expense for hosted meals, MSE requires an itemized receipt from restaurant or caterer.  
Check receipts that they are legible after you upload.

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  
• 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 employees. Student employees, staff, and Faculty traveling together on business should not share a meal as a business-hosted meal instead of per diem. Units also have the option to pre-pay per diems for students or guests with the Stored Value Card Program.

Requestor will need the following information before you click the link to begin your reimbursement process:

1. UMID
2. Email approval from your Advisor or shortcode owner in .pdf format
3. Shortcode
4. Paid receipt(s) in .pdf format
5. Conference page
6. Home address
7. University business or Academic Pursuit?
8. Education related?

Use this link to begin your reimbursement process:
https://deptapps.engin.umich.edu/thr/index/newform?dept=221800

Here's an overview of the process:
If requester is not in concur, requestor sees a message that directs them to use SSC's online TBHER form, otherwise requestor can fill out the form. On submission, form is routed to SSC, requester will receive the CM # and work with SSC if they have any questions.

Graduate Students with NO ACCESS to this link:
https://deptapps.engin.umich.edu/thr/index/newform?dept=221800

Contact Lourdes Jorgensen by email at jorgenl@umich.edu with the following 6 items. Additional contact information is phone 763-6043, office 2142 Dow Bldg, 2nd floor:
1. Email all paid receipts approved by your Advisor
2. forward email from your Advisor, with a valid shortcode and approval for this reimbursement
3. forward your Rackham travel grant email, if applicable
4. give your UMID
5. answer if your reimbursement is University Business OR Academic Pursuit?
6. answer if this reimbursement is Education related
**Undergraduate Students** with NO ACCESS to this link
https://deptapps.engin.umich.edu/thr/index/newform?dept=221800

contact Shelley Fellers by email at sfellers@umich.edu with the following 6 items.

1. Email all paid receipts **approved** by your Advisor
2. forward email from your Advisor, with a valid shortcode and **approval** for this reimbursement
3. forward your Rackham travel grant email, if applicable
4. give your UMID
5. answer if your reimbursement is University Business OR Academic Pursuit?
6. answer if this reimbursement is Education related?

For MSE Admin use:

SSC invites you to use our SSC Student & Guest Reimbursement eForm https://teamdynamix.umich.edu/TDClient/40/Portal/Requests/TicketRequests/NewForm?id=8067DVM-TmA to submit the request on their behalf. Our team will create the expense report and obtain a digital eSignature from the student or guest. I think it will save you some work on your end, and also save you the trouble of having to get the signature on the form.

The link to our SGR site and eForm can also be found here:

https://sites.google.com/umich.edu/ssc-sgr/home

We have some other helpful items on the site as well, including a video presentation that explains how our service works. I would encourage you to check that out in our Resources section. Please let me know if you have any questions!

Thank you, Lori Arbogast, SSC Student & Guest Reimbursement Senior

If eform used for

1. Alumni
2. Emeritus Professor
3. Student of UM
4. Guest of UM

the following items will need to be answered or provided:

1. Email address
2. Street address
3. City, state, zip
4. Reimbursement method? Check or EFT/wire
5. Dollar amount
6. Shortcode
7. Business purpose
8. Expense type? Hosting, travel, other, cash advance received?
9. Add attachments
10. Add comments