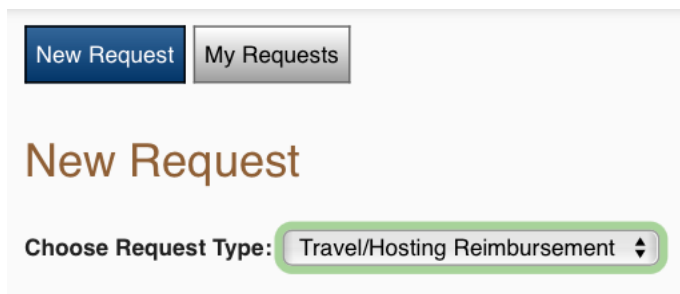


## How To MSE Reimbursement for Grad Mentorship Meet-ups

Updated February 2020

When you visit the provided link (below) you will be asked to log in using your UM credentials <https://deptapps.engin.umich.edu/thr/index/newform?dept=221800>

Once you've logged in, begin by selecting Request Type: [Travel/Hosting Reimbursement](#)



The screenshot shows a web interface with two buttons at the top: 'New Request' (highlighted in dark blue) and 'My Requests' (grey). Below the buttons, the heading 'New Request' is displayed in a large, brown font. Underneath, there is a label 'Choose Request Type:' followed by a dropdown menu. The dropdown menu is open, showing 'Travel/Hosting Reimbursement' as the selected option, which is highlighted with a green border.

The Uniqname field will be automatically populated with your info.

Select the 'Reimbursement Category': [University Business](#)

Enter the 'Purpose of Trip/Hosting Event': [MSE Grad Mentorship Program - Monthly meet-up at \(Place\) with my mentee \(Mentee name\)](#)

Leave Destination and Travel Advance blank

For Trip/Event Duration, enter the date of the meet-up

Leave Mileage Refund and Business Purpose blank

Education Related: [No](#)

Rackham Grant: [No](#)

Enter Shortcode: [335731](#)

## New Travel/Hosting Request

Change Request Type:

Note: You do not have to complete this form all at once. You can hit "Save Draft" at the bottom of this page to store an incomplete form. Once you save a draft, you can access it from the table on your [My Requests](#) page.

\* Indicates a required field.

Uniqname: \*  Name: Halvey, Alex

If this reimbursement is for a student, please indicate whether the activity/items being reimbursed fall under University Business or Academic Pursuit. If the reimbursement is not for a student select "Not a Student". For examples on the differences between University Business and Academic Pursuit please refer to this document: [Reimbursement Category.pdf](#)

Reimbursement Category: \*

Purpose of Trip/Hosting Event: \*

Destination (City, State):

Travel Advance (Number & Amount):

Trip/Event Duration: \*  - \*

Mileage Refund/Destination Address:

Business Purpose:

Education Related:

Received Rackham Grant:

(if yes, please attach the letter from Rackham along with the receipts)

### Shortcode(s)

(add notes or % on each when more than one)

Shortcode	Percent/Notes	Remove
<input type="text" value="335731"/>	<input type="text"/>	<input type="button" value="X"/>

### Under 'Hosting':

[Add requested reimbursement amounts under hosting](#). If your request is not for food/beverages, list it under "other". The hosting limits in the fine print are 'per person', so you'll be fine within the mentorship program reimbursement limits of \$25 or \$40 per month.

[List all attendees of the meet-up](#). For all mentors and mentees, the affiliation is: **UM – MSE**

## Hosting

(Maximum hosting limits, Breakfast \$25.00/Lunch \$25.00/Dinner \$55.00)

Date	Breakfast	Lunch	Dinner	Other	Remove
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ 40.00	\$ <input type="text"/>	<input type="button" value="-"/>

Was Alcohol Purchased?

No

(if yes, note shortcode used for alcohol in table above)

## Hosting Attendee List

(please designate institutional affiliation - UM, Berkeley, Georg Tech, etc)

Full Name	Affiliation	Remove
<input type="text" value="Alex Halvey"/>	<input type="text" value="UM - MSE"/>	<input type="button" value="-"/>
<input type="text" value="Mary Mentee"/>	<input type="text" value="UM - MSE"/>	<input type="button" value="-"/>

Under 'Shortcode Owner Approval': [upload pdf of e-mail approval](#) from 'chair' or 'advisor' of Mentorship Program.

Under 'Attachments': [upload pdf or photo of your receipt\(s\)](#)

Click 'Submit Request'

Your submission will be routed to Shared Services Center (SSC) for creation of expense report, and will email you if any questions arise, and will email you to submit your concur report.

Your reimbursement should be processed in ~3 days and direct deposited to your account. If you are not set up for direct deposit with the university, a check will be mailed to your address on file. If delays in payment, you can email SSC at the case management email sent to you.

For mentorship program questions, contact the chair of the MSE grad mentorship program (for student-student meetups)

For technical questions with this form and submission, please contact Lourdes at email [jorgenl@umich.edu](mailto:jorgenl@umich.edu) or phone 763-6043