

If you are a graduate student wishing to receive reimbursement from the Graduate School, please follow the directions below. The Graduate School will award up to \$400 per student for travel and research support awards. Each student may receive only **one travel award per academic year**, and/or only **one research award per student**. Funds must be claimed within the same academic year.

1. **All funding must be approved in advance prior to any travel or research spending.** You will receive a confirmation email to your luc.edu account once the request has been approved. If you have not received an award confirmation email from the Graduate School, contact us before spending any funds.
2. **For travel awards:** Within three weeks after attending the conference, fill out an Expense Reimbursement Form and submit it to the Graduate School along with your original receipts (actual receipts, NOT reservation emails), boarding passes if traveling by air, and a copy of the page of the conference program showing your name and participation.
3. **For research awards:** Once the approved activities are completed, fill out an Expense Reimbursement Form and submit it to the Graduate School along with your original receipts. If you are requesting funding for gift cards or incentives of some kind please be aware that IRS rules require that you report the name of the subject and the amount given. If subjects must remain anonymous, please indicate that on your reimbursement request and list the subject's study number.
4. If you are receiving additional funding from another source in addition to the Graduate School, get the appropriate signatures **before** submitting it to the Graduate School.
5. If you used a personal vehicle for travel, reimbursement is provided based on miles traveled, so gas receipts are not necessary. The current mileage reimbursement rate is **\$0.565** per mile, effective January 1, 2013 and will continue through December of 2013. Please provide a printout of the route taken for your trip (Google Maps, Mapquest, etc.).
6. **Payment:** On the Expense Reimbursement form, you must also indicate how you would like to be paid. Check the LUC employee box only if you are receiving a stipend or payment from the university, then specify in the comments section on the second page that you would like direct deposit. Otherwise, please put your current mailing address, or the address that you would like the check mailed to in the Address section.
7. Incomplete or incorrect completion of the reimbursement form will cause a delay in reimbursement so please double check that you have filled it out completely, signed it, and included all necessary original receipts.

If you have any questions, please contact:

Stephanie Augustine
Graduate School Awards Coordinator
saugustine@luc.edu





LOYOLA UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives

Name: _____
 Department: _____
 Campus, Building & Room: _____
 Telephone/Extension: _____

Expense Reimbursement Form:
 For the reimbursement of expenses pertaining to travel and business relating to Loyola University Chicago business.

Period: _____

Total Expense	
Advance - Cash	
Advance - Airfare	<input type="checkbox"/> Pro-Card?
Advance - Lodging	<input type="checkbox"/> Pro-Card?
Advance - Other	<input type="checkbox"/> Pro-Card?
Total Reimbursement due to/from:	
Reimbursement due to Employee:	
Balance due to Loyola University:	
Select a Re-Payment Method	<input type="text" value="Select"/>

Certification of Expenses: I certify this expense report is a true and accurate accounting of expenses incurred on authorized University or grant approved business. In addition, they are fair charges against Loyola University Chicago and for all expenses chargeable to Federal or State grants, this request excludes alcohol. Amounts not approved or considered excessive by the University are authorized to be deducted.

Requestor Name (print)	Name	Date
Requestor Name (signature)		
Budget Administrator (print)	Ext:	
Budget Administrator (signature)		
Supervisor/Secondary Approver (print)	Ext:	
Supervisor/Secondary Approver (signature)		
Sponsored Program Accounting		
Accounts Payable		

Approvals

Accounting Unit	Account	Activity	Account Category	Total Distribution
Total Distribution				

Please return all completed forms including all supporting documentation to: Accounts Payable Department, Lewis Tower, Room 602, Water Tower Campus. Please contact Accounts Payable at extension 5-8760 with any questions.

Comments/Remarks
