

## Expense Reimbursement Tips!



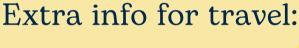
## Gather info:

- Shortcode
- Business purpose
- Receipts
- List of attendees (for hosted events)



## Make sure receipts include:

- Vendor name
- Transaction date
- Full amount paid (including any tip)



- Trip dates
- For conference travel, name of the conference



Send everything to: eeb.gradcoord@umich.edu Submit receipts within 30 days of purchase!



## Watch your email!

- Answer requests for more info from grad coordinator and/or Shared Services Center
- When notified, go to Chrome River and submit the report