

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)

Extra info for travel:

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



Send everything to:
eeb.gradcoord@umich.edu

Submit receipts within 30 days of purchase!



More detail here

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