Cognitive Science Reimbursement for Expenses

Please reach out to the Chief Administrator (lingchiefadmin@umich.edu) **before incurring any expenses** for funding that involves paying people for services (i.e., participants, transcribers, etc.) For any expenses that aren't pre-approved, there is a risk that you will not be able to receive funding for the expense.

Any funding that includes international travel must have full U-M travel approval before the start of travel to receive funding. Start that process here.

The reimbursement process differs based on whether or not you are a current university employee. Please see the column below appropriate for you:

Non-employees
(No access to Concur)

Send an email message to MLBBO-lsa@umich.edu, cc-ing Weinberg-Institute@umich.edu, with the following information:

- First and last name
- UMID
- Local home address
- Shortcode
- Amount you've been approved for
- Business Purpose (i.e., what the expense is for; please see below)
- Payment preference (Check mailed to your home address? Electronic deposit?)

Attach all of your receipts (including scanned copies or high quality pictures of receipts that include all receipt information)

Employees (e.g., GSIs, GSRAs)
(Access to Concur)

Send an email message to expensereports@umich.edu with the following information:

- First and last name
- UMID
- Shortcode
- Amount you've been approved for
- Business Purpose (i.e., what the expense is for; please see below)

Attach all of your receipts (including scanned copies or high quality pictures of receipts that include all receipt information).

Business Purpose Details

Business purposes vary in the required information. Here are a few common examples:

Conference travel: The name of the conference and whether or not you were presenting at it

Hosting: The names of all of the people for whom you paid and are asking for reimbursement, and their affiliation (e.g., U-M student, recruit, guest).

Please contact weinberg-institute@umich.edu with any questions about reimbursements!