Linguistics Reimbursement for Expenses

Please reach out to the Chief Administrator (lingchiefadmin@umich.edu) **before incurring any expenses** for any 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 Chrome River)

1 **Send an email:**

To: MLBBO-lsa@umich.edu
CC: linguistics-ssc@umich.edu
Subject: Reimbursement for (Purpose)

2 **Body of email:**

- First and last name
- UMID
- Local home address
- Shortcode
- Amount you've been approved for
- Business Purpose
- Payment preference (Check or Deposit)

3 **Attachments:**

Receipts must be scanned OR photographed clearly containing all information showing proof of purchase.

Employees (Access to Chrome River)

1 **Fill out eform**

Click here to fill out form

2 **Information Needed:**

- Business Purpose
- Shortcode
- Attendee lists for hosting

3 **Attachments:**

Receipts must be scanned OR photographed clearly containing all information showing proof of purchase.

Business Purpose Details

Business purposes vary in the required information. Here are a few common examples and what you'll need to provide for the business purpose:

Conference travel: Name of the conference and Presenter OR Attendee

Hosting: List of names and their affiliation (e.g., U-M student, recruit, guest)

Recruitment: The name of the recruit

Questions?
Please contact linguistics-ssc@umich.edu with any questions about reimbursements!