Faculty /Staff - Reimbursement checks will be directly deposited.

Students - Reimbursement checks will be sent to the Cashier's office located

in Yost Hall for pickup.

Special Note for Beer/Social Hour, B&B, and department events

Please be aware that reimbursements for Beer/Social Hour and B&B are capped at $100 per event.

Also, all alcohol for events is now purchased in advance by the department -- no alcohol purchases will be

reimbursed. Cross out any alcohol purchases on receipts and do not include that expense in the reimbursement total.

HOW TO SUBMIT YOUR REIMBURSEMENT REQUEST

☐ Complete the relevant form(s)

- Event Reimbursement Form (Beer Hour, B&B, Meal w/Seminar Speaker, etc.)
  https://drive.google.com/file/d/1E2DrmkJjsu4fwYeh4KVnQQ0zZS_ItEWV/view
- Travel Reimbursement Form and Travel Reimbursement Worksheet
  Travel Form: https://drive.google.com/file/d/1OVCnSgw5tqEt_ABDJIwMvZzywueGaMa_/view
  Travel Worksheet:
  https://docs.google.com/spreadsheets/d/1J3czS0oee3CAg-5he06LTlHeOXvFDrV2M3TDJnYQOCU/copy
- General Reimbursement Form
  https://drive.google.com/file/d/1SylbXDL4QJ0orFCYTO5Rtxc6GuIcuDkv/view

☐ Prepare your documents

- Scan or take pictures of receipts, sign-in sheets, and any additional documents

  related to your reimbursement request.

- Only include receipts that are part of the reimbursement request.

- On each receipt, cross out any expense that is not being reimbursed (ie: alcohol)

☐ Combine everything (documents, receipts, etc) into **1 PDF** file.

- TIP* You can use the scanner on the copy machine in the hallway outside of the E653 office.

  Scan to a USB or send directly to your email.

☐ Send the **1 complete PDF** file to NeurReimbursement@case.edu

- Do not forget to include all required documents!

☐ Keep the originals for your own records. We only need the 1 PDF file.

  Everything is now submitted to university accounting digitally.

Submit your reimbursement request in a timely manner

For Your Reference:

CWRU Policies - Reimbursement, Travel, Expenses, etc. https://case.edu/policies/

CWRU Meal and Mileage Allowances https://case.edu/travel/travel-information/meal-and-mileage-allowances

CWRU Alcohol Policy https://case.edu/studentlife/university-policies/alcohol-policy-and-guidelines
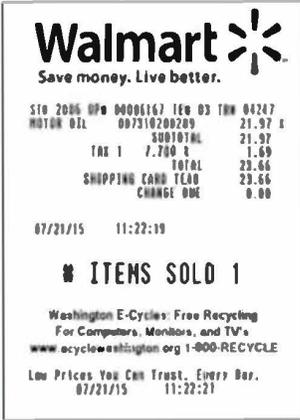
Important Information About Receipts

Receipts must include the purchase date, name of company/place/restaurant, an **itemized** list of all items purchased, the total spent, and the method of payment. Cross out any items on the receipt that are not part of the reimbursement and do not include that amount in the total. Only include receipts that are part of the reimbursement request.

Make sure to include legible copies of your itemized receipts to ensure reimbursements flow smoothly. Without an itemized receipt, your reimbursement will not be processed.

Some businesses will not automatically give you an itemized receipt, but will only give you a credit slip showing the total amount paid. It is your responsibility to ask for an itemized receipt in addition to a credit slip. Make sure the itemized receipt is clear and legible -- if we can not read the information your reimbursement will not be processed.

It's good practice to take a picture of your receipt immediately after purchase - receipts are easy to lose!

Itemized Receipt ✔	Credit Slip ✖
• Lists each item and how much it cost • Shows the date, method of payment, total spent, and the name of the company/business • Cross out any items not included in the reimbursement request (ie: alcohol)	• Only shows the total amount spent • MUST be accompanied by an itemized receipt of the purchase -- or your request will be rejected!
• **Accepted by the university as proof of purchase for reimbursement requests**	