

HOW TO Request Reimbursement (Student, Postdoctoral Scholar, Research Scientist, Staff, etc.)

<https://mse.engin.umich.edu/internal/howto/>

[(updates periodically) updated May 2025]

Decision Tree: 2/3 rule... If 2 out of 3 answers below are MSE, then MSE may process your reimbursement

- 1) Are you a Materials Science & Engineering (MSE) Student/Employee?
 - 2) Is your Advisor in MSE?
 - 3) Is the shortcode MSE funds?
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Business Purpose

The university will reimburse students or employees for reasonable and necessary expenses incurred in connection with approved business travel, hosting, and supplies for lab. A 'necessary expense' is one for which there exists a clear business purpose and which is within university [expense policy](#) limitations. The business purpose must support or advance the goals, objectives and mission of the university and must adequately describe the expense as a necessary, reasonable, and appropriate business expense for the university. When attending a conference, the business purpose should include the conference name and dates. Student may get reimbursed for some travel expenses prior to your travel departure (i.e. registration, airfare).

Late Out-of-Pocket Expenses [Treated as Taxable Income](#) ([General Guidance](#))

Expenses should be reconciled in the university's travel and expense system within [45 days](#). Provide a comment to explain the exception for each line with transaction date > 45 days. **Out-of-pocket expenses submitted more than 45 days after the transaction date — or end of the trip for travel expenses — may be treated as taxable income and need to be processed through Payroll using a discretionary account (non-sponsored funds shortcode).**

Please keep in mind that for late receipts to meet the exception to the Accountability Plan requirements (established by the IRS), they are generally based on extenuating circumstances such as extended personal illness, death in the family, unanticipated leave of absence, unforeseen emergency beyond the control of the employee, and other similar circumstances. To request an exception, complete, and include with receipts, the [Accountable Plan Exception Request Form](#).

DEFINITIONS (out-of-pocket expenses)

Due Date – 45 days after the Start Date

Start Date – The start date is generally the date of the transaction (includes virtual conference registration fee); however, other dates may also serve as the start date.

1. When traveling, the start date for expenses incurred that relate to the trip is the date of the trip's end (includes, airline or conference registration invoices purchased months prior to the conference, per diem, and mileage)
 - Using the date of the trip's end or the date of the event in lieu of the date of the transaction allows employees to bundle multiple expenses that relate to the trip or event into one report which minimizes costs and maximizes time management.
2. When hosting an event, the start date for expenses incurred that relate to the event is the date of the event

- Using the date of the trip's end or the date of the event in lieu of the date of the transaction allows employees to bundle multiple expenses that relate to the trip or event into one report which minimizes costs and maximizes time management.

End Date – The end date is when the individual has submitted the expense report in Emburse Enterprise and subsequently demonstrates good faith efforts to comply with the reimbursement process, e.g., responds timely to requests for additional information. Alternatively, when using the expense report creation service provided by Shared Services Center (SSC) the date that substantially all the receipts have been provided to SSC serves as the end date so long as the individual requesters:

- Provide sufficient information when submitting their initial reports
- Respond to questions for additional information and submit the report through Emburse Enterprise within a reasonable period. i.e., no later than 10 calendar days

-- Questions regarding Procurement and Travel policy, email procurement.services@umich.edu or call 734-615-2000 (option 3, then option 1).

-- Questions regarding taxation of late expenses, email taxreporting@umich.edu.

A. Graduate Students

The university reimburses the student who paid for the expense, the name on the receipt. If someone else paid for the expense, that individual needs to submit the request for reimbursement (for non-UM student, provide information and documentation to SSC). If the expense is incurred on behalf of another individual, include the name of that individual.

Use this link to begin the reimbursement process – MSE Travel and Expense (TE) system Website
> <https://deptapps.engin.umich.edu/te/index/myrequests?dept=221800>

If you are an employee (e.g., GSRAs, GSSAs, GSIs), you may submit your request for reimbursement via your [Emburse Enterprise](#) account, where you have an active profile.

Here's an Overview of the Process

- A1)** Student will need the following information and documentation to begin the reimbursement process:
1. As the Requester, it is your responsibility to send an email to your Advisor / Faculty asking them to approve your request for reimbursement and attach that approval to your reimbursement requests. Your request will not be processed without this approval. MSE Approvers will not approve, and SSC will not process, a reimbursement without a copy of email (PDF format) from Advisor / Faculty approving the following:
 - a. Shortcode to use
 - b. Business Purpose
 - c. Total amount of student's request for reimbursement
 - d. Receipts and/or paid invoices you attached to your email for their review
 - e. Per Diem (if applicable)
 - i. While guests are not subject to the per diem policy, units may reimburse per diem instead of actual expenses.
 - f. Mileage (if applicable)
 - i. Place of origin and destination (Street address, City, State, Zip)
 - ii. Indicate if mileage is roundtrip
 2. Student Legal Name (Note: If you do not provide your legal name, your bank will decline your check, you will need to ask SSC to make the correction, and MSE approval flow starts again.)

3. Mailing address (Street address, City, State, Zip) (Note: If you do not provide the correct address, your bank will decline your check, you will need to ask SSC to make the correction, and MSE approval flow starts again.)
4. UMID (Guests will not have UMID)
5. Shortcode (If out-of-pocket expense is late, SSC will need a discretionary account since it is now a taxable expense.)
6. Business purpose
7. For travel to conferences, documentation supporting the business purpose (see [CoE Travel and hosting Policy](#))
 - a. Conference agenda, program, or invitation
 - b. Conference website URL/Link
 - c. Location
 - d. Dates
8. Total dollar amount of request for reimbursement ("plus per diem and/or mileage", if applicable)
9. Receipts with proof of payment (submitted to and **approved** by Advisor)
 - **Your request will not be processed if the receipts do not show proof of payment.** Go to [Receipt Resource](#) page for information required on receipts and see "Helpful Information and Links" below.
10. Rackham travel grant email, if applicable
11. Whether the request is for academic pursuit
 - **(If the request is for university business, then the student has access to the link (<https://deptapps.engin.umich.edu/te/index/myrequests?dept=221800>)**
12. Expense report title - If you have access to the above-mentioned [TE system website](#), under **Additional Comment** ask SSC to add your unique name in the expense report title as an identifier (not Research Administrator (RA) or Approver's unique name).
13. Expense report approver - Default approvers can be your faculty's designated RA. Staff should only be listed as Approver if supervising someone.

A2) The student submits a request, which sends an email to expensereports@umich.edu on submit.

A3) This creates a TDX ticket with the SSC, and the student should receive an email confirmation from TDX.

1. If the student doesn't receive a confirmation email, it means something went wrong, so contact SSC to investigate the reason the confirmation email is being suppressed.
2. If an incorrect Request Type (e.g., "Standard Reimbursement" instead of "Travel/Expense Reimbursement") is chosen, the report may not be routed for review and approval. If the student is an employee, "...Guest" should not be chosen.

A4) SSC will work with the student if the student has questions. **For the status of your reimbursement, contact the SSC ([eForm](#), sharedservices@umich.edu, 734-615-2000 option 3). If you have not heard from SSC within 10 days, reach out to Lourdes Jorgensen.**

B. Graduate Students and Guests with NO ACCESS to the Link
[\(<https://deptapps.engin.umich.edu/te/index/myrequests?dept=221800>\)](https://deptapps.engin.umich.edu/te/index/myrequests?dept=221800).
 Email the information and documents mentioned in **A1** (above) to Lourdes Jorgensen (jorgenl@umich.edu)

C. Undergraduate Students with NO ACCESS to the Link
[\(<https://deptapps.engin.umich.edu/te/index/myrequests?dept=221800>\)](https://deptapps.engin.umich.edu/te/index/myrequests?dept=221800).
 Email the information and documents mentioned in **A1** (above) to Shelley Fellers (sfellers@umich.edu)

D. Employees, Student Employees will submit their requests using the [TE system](#) or by logging into their [Emburse Enterprise](#) account.

Helpful Information and Links

Guidelines for Receipts	The expense must be an allowable expense, and the receipt must have proof of payment. - Go to Receipt Resource page for required information and tips on receipt submission. - Name of purchaser on the receipt - If someone else paid for the expense, that individual needs to submit the request for reimbursement. If the expense is incurred on behalf of another individual, include the name of that individual. - A proper receipt is legible and shows the itemized description of the items purchased, the date of purchase, the amount paid and the method of payment. Receipts must contain appropriate detail, including starting and ending destinations, hotel charges and detailed item charges. Itemized receipts with proof of payment are always required for the following: - Expenses \$75 and over - Airline or rail tickets - Hotel, Airbnb, or other overnight accommodations - Car rentals Proof of payment may be: - A copy of the paid receipt with a method of payment (includes name of payee) or zero balance <u>Redacted</u> bank or credit card statement (especially if payment was made using a Payment Apps or Digital Wallets) - Copy of a cancelled check “Confirmation” without proof of payment is not a receipt - Receipts from digital wallet apps like (e.g., Venmo, Zelle, or Cash App) can be problematic and not accepted as a proper receipt for payment. - When using an electronic form of payment through a third party (such as PayPal, Google Wallet or Amazon), an itemized receipt with the following information must be submitted: - Supplier name - Purchase price for the item - Description of the item(s) purchased - Quantity of the item(s) purchased - Date of purchase
Supplies	- Supply reimbursements to be processed within 45 days of purchase date. - Instead of buying the supplies, submit a request for MSE to make the purchase (see HOW-TO order supplies)
Per Diem	- The per diem policy for all university employees (student and staff) business travel applies only to travel meals and incidental expenses (not lodging) - Ground transportation (e.g., taxi, shuttle) to and from airports and railroad stations, and between business meetings while on travel status, is NOT included in the per diem incidentals - Receipts are not required for domestic or foreign per diem expenses - The per diem policy applies to all university employees - Student employees, staff, and Faculty traveling together on business should not share a meal as a business-hosted meal instead of per diem - Units also have the option to pre-pay per diems for students or guests with the Stored Value Card Program

Hosting	• Hosted meals reimbursements to be processed within 45 days of hosted event date. • Hosting limits \$30/breakfast, \$30/lunch, \$70/dinner, including tax and tip – itemized receipt is required for all meal purchases ○ For alcohol, general (Fund 10000) or sponsored (20000, 25000) fund shortcodes cannot be used • Full names of all attendees, their title and Institution required for all events with food. • When submitting an expense for hosted meals, MSE requires an itemized receipt from restaurant or caterer.
Airline ticket	• After July 1, 2025, If airfare is not booked using Collegiate Travel Planners (CTP): ○ First offense – warning ○ Second offense - Reimbursement will be denied • Travel reimbursements to be processed within 45 days of travel return date. • The University will not reimburse airline tickets purchased using frequent flyer miles, reward points (Flex Points), etc. • Flights should be booked at least 14 days in advance. Flights booked with less than 14 days advanced purchase require an explanation comment for the booking delay for the approver's review. Approvers may deny charges that result from last minute airline booking. • You can only be reimbursed for business portion of your travel; personal travel expenses will not be included. • A coach class cost comparison (PDF or screenshot of the entire list of comparable flights for the days of the actual flights (at least 14 days in advance of the trip or 14 days from date the expense was submitted)) from one of the following: ○ The same airline ○ A well-known online travel agency (e.g., Expedia, Priceline, Travelocity) ○ CTP (includes Delta) website ○ Lightning website (For CTP and Lightning, log in to https://wolverineaccess.umich.edu/ and click CTP Travel Booking tile) is required for the following reasons: ○ Personal days are included ○ Any situation that is not straight forward. ▪ Not required: Fly to business related destination return home ▪ Required: You are traveling to a different return location (e.g., place of origin is Detroit, and your return destination is Chicago) ○ You are driving instead of flying ○ You are flying to your destination early or extending your stay ○ You upgraded when the length of the flight is less than 8 hours • Beginning July 1, 2025, all employees will be required to use Collegiate Travel Planners (CTP), U-M's designated travel partner, to book flights for university-related travel. Central Travel Account (CTA) will be used as the payment method.) Book flights through CTP by contacting an agent or using the Lightning Booking tool. For CTP and Lightning, log in to https://wolverineaccess.umich.edu/ and click CTP Travel Booking tile. ○ CTA is a virtual credit card used for all U-M airfare bookings, rail bookings, associated service fees, and other fees with CTP. Please note, trips that are 100% personal should NOT be booked using CTP. ○ Delta Comfort Plus, or Delta Premium Select are premium economy seats (an improved version of the main cabin, the economy class on Delta). These are considered an upgrade

	and is not allowable unless the in-air flight time is 8 or more hours (not including layover time) or if an approval is obtained from a Chancellor, Dean, Director, Vice Chancellor, Vice President, or Senior University Officer.
Registration	Documentation support (e.g., conference agenda, program, invitation, etc.) is required (see CoE Travel and hosting Policy).
Lodging (Max \$400/night)	If you purchase lodging from an Airbnb (individual), an W9 may need to be completed by the Airbnb /individual and payment processed thru UM People Pay. See People Pay Decision Tool at https://peoplepay.umich.edu/. AirBnBs and VRBOs usually include a high cost "cleaning fee" that should be considered when doing the cost comparison. As of 12/1/2021, the University will reimburse the cleaning fee as an allowable expense. Airbnb travel insurance is not reimbursable, and Airbnb has a wide range of cancellations, be sure to choose an Airbnb with a flexible cancellation policy.
Ground transportation	- The university generally does not pay for: - Transportation for personal errands or travel meals - Local in-town transportation (e.g. travel between university buildings on the same campus for meetings or within the city of the employee's primary work location), including mileage on personal vehicles, ride-share services, and car rentals for local use (e.g., zip cars) - Local parking/tolls Local parking and when it is allowable for an employee: If the residence out-of-state is a requirement to fulfill the job then the out-of-state location is their main business location and travel to Ann Arbor is reimbursed as normal business travel. If the residence is not a job requirement but due to personal reasons, their official work location would likely be somewhere in Ann Arbor which would make local transportation like parking and commuting costs not reimbursable - Commuting costs (e.g., the costs associated with driving a car between home and the normal place of work or business) - For four or more ground transportation receipts or trips, the purpose, place of origin and final destinations should be provided for each trip. - If claiming ground transportation in lieu of airfare, provide a coach class airfare comparison from Emburse Enterprise at least 14 days in advance of the trip.
Rental car and Fuel	- Fuel can only be claimed for university vehicles and rental cars. (Fuel for personal vehicles is included in personal car mileage (see below).) - If renting a vehicle is your most cost-effective option, book your rental vehicle in Lightning, the University's online booking tool, with the university's preferred suppliers, National Car Rental and Enterprise Rent-A-Car.
Mileage (effective 1/1/24 \$0.70/mile , includes fuel)	- Provide the place of origin and destination and indicate if mileage is roundtrip. - The place of origin for business travel mileage is computed from the employee's U-M unit office location or home address, whichever is closest to the destination. - When claiming mileage in lieu of airfare, a coach class comparison from CTP (through the online travel booking tool) at least 14 days in advance of the trip is required with the expense report submission. Mileage reimbursement is limited to the amount of the coach airfare. - Mileage exceptions due to job requirements (where travel is extensive and intrinsic to the type of work the employee is expected to do) may be made with approval from the appropriate higher administrative authority and submitted to SSC using the Audit Exception Request Form.

For assistance contact:

- **Graduate Students and Guests**, contact Lourdes Jorgensen (jorgendl@umich.edu, 734-763-6043)
- **Undergraduate Students**, contact Shelley Fellers (sfellers@umich.edu, 734-764-2383)
- **For the status of your reimbursement**, contact the SSC ([eForm](#), sharedservices@umich.edu, 734-615-2000 option 3, 1)

Helpful Training Videos and Resources

- CoE Training Presentation on Travel & Expense (TE) System: https://drive.google.com/file/d/1IA3JO4QU_oi1xNdN8Dv55_gVmhavayfN/view
- CoE TE and Purchasing Toolbox: <https://sites.google.com/umich.edu/opstoolbox/home-page>
- CoE Hosting and Travel Policies: <https://rpm.engin.umich.edu/college-of-engineering-hosting-and-travel-policies/>
- Procurement - Travel & Expense Reporting: <https://procurement.umich.edu/u-m-employees/travel-expense-reporting/expense-reporting/>
- Travel and Expense General Inquiry eForm: https://teamdynamix.umich.edu/TDClient/40/Portal/Requests/TicketRequests/NewForm?ID=7SfdOn4albU_&RequestorType=Service
- Allowable Expense: <https://teamdynamix.umich.edu/TDClient/68/Portal/KB/ArticleDet?ID=8557>
- Receipt Resource: <https://ssc.umich.edu/travel-expense/ssc-receipt-resource/>
- Collegiate Travel Planner (CTP): <https://teamdynamix.umich.edu/TDClient/68/Portal/KB/ArticleDet?ID=9637>
For CTP and Lighting, log in to <https://wolverineaccess.umich.edu/> and click CTP Travel Booking tile.

Employee Emburse Enterprise Account:

- Emburse Enterprise Login: <https://wolverineaccess.umich.edu/>
- Emburse Enterprise TEE101 U-M Emburse Enterprise Travel & Expense Report Training: <https://maislinc.umich.edu/>
- Procurement Emburse Enterprise Training Presentation: https://www.mivideo.it.umich.edu/media/t/1_tmfxssq
- Emburse Enterprise Overview: <https://teamdynamix.umich.edu/TDClient/68/Portal/KB/ArticleDet?ID=11932>

Standard Practice Guide Policies

- Travel and Business Hosting Expense Policy for faculty and staff: <https://spg.umich.edu/policy/507.10-1>
- Payments/Reimbursements to Students for Non-Employment Purposes: <https://spg.umich.edu/policy/601.30>
- Procurement Travel and Expense policies: <https://procurement.umich.edu/u-m-employees/purchasing/process-and-policies/>