General CEB Student Purchasing, Reimbursement, and Travel Advance Instructions

General notes:
• Depending on the funding source, there may be restrictions and regulations concerning what you can purchase.
• Check with the CEB administrator if you have any questions regarding your specific account(s).

Reimbursement Requests:
• All requests for reimbursement must be accompanied with a Student Reimbursement Memo AND a Student Reimbursement Cover Sheet. For Hinds awards and your Student Research Account, the CEB administrator signs the ‘Faculty Member / PI Name’ section on the Reimbursement Memo. Reimbursement from all other money sources requires a signature from your PI. These forms can be found online on CEB’s Resources page: http://evbio.uchicago.edu/resources/
• Save all receipts for expenses to be reimbursed. Receipts should indicate that payment was made (e.g., state “paid,” “balance due: $0.00”, or indicate that a credit card was charged). If this is not indicated, please provide an accompanying card or bank statement showing the charge.
• If you lose any of your receipts or are unable to show proof of payment for an expense, you must provide a note describing the problem and the reason for it. Also include a description of the item(s) that were purchased, business purpose, date of occurrence, the amount of the expense, and confirmation that you will not be reimbursed from another source. (https://finserv.uchicago.edu/purchasing/check/standards.shtml)
• Attach any smaller receipts to a letter-sized (8.5”×11”) sheet of paper, clearly labeled with your name. Multiple receipts may be attached to a single sheet of paper.
• If you are submitting 5 or more receipts at the same time, please create a spreadsheet listing the following items for each receipt: date, description, amount paid, currency used (if other than USD). Please email this spreadsheet to the CEB administrator.
• If your receipts are in a language other than English, please make sure that the date, item(s) purchased, purpose of the expense, as well as the amount charged and the currency used are all clearly indicated.
• Reimbursement for travel-related expenses:
  a. Gas for personal vehicles cannot be reimbursed. However, driving costs can be recouped based on a mileage rate. If you seek this reimbursement, please print a map (e.g., from Google maps) showing your travel route and the miles traveled. The University of Chicago’s current mileage rate can be found at: http://finserv.uchicago.edu/purchasing/travel/reimbursement/mileagerates.shtml.
  b. Reimbursement for gas is allowable for rental cars.
  c. Airfare reimbursement requests must be accompanied by boarding passes and either a copy of the actual ticket or a credit card statement showing the amount charged.

Purchasing:
• Please include the CEB administrator on all communications between you and any individual or vendor that you intend to pay with CEB-administered funds.

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• Direct all purchase orders and invoices to the CEB administrator.
• Invoices to be paid to a third party must have your name clearly indicated; allow two weeks for payment. Please make sure it is clear which account you would like to use to pay the invoice.
• Any student who would like to use BuySite must contact the CEB administrator to set the system up for CEB-administered accounts. Even if you already have a BuySite account set up through another department, you will need to contact the administrator to add CEB to your account.

Travel Advances:
• Requests for travel advances can be submitted no earlier than 30 days prior to your departure date. To be safe, allow two weeks for the request to be accommodated.
• Just as with reimbursements, you must turn in all receipts for your travel-related expenses and complete a reimbursement request form when you reconcile your travel advance (see Reimbursement Requests section above)
• You must reconcile your travel advance with receipts when you return from your trip. Any portion of your travel advance that has not been fully reconciled with the University’s Financial Services within 120 days of the completion date of your trip, as listed on your travel advance form, will be reported as taxable income on a W-2 form to the IRS. To avoid this, please turn in your receipts within 30 days of the end of your trip. (http://finserv.uchicago.edu/support/policies/1200/1214_non-salary.shtml)