

Hinds Payment Instructions

1. Your Hinds funding is available for one year. Please check your award letter for the start and end dates.
2. Please turn in all documents to the CEB grad programs administrator. Submit them as ONE PDF file: Cover page, certification, spreadsheet (if necessary), receipts.
3. Only the items or services outlined in the budget justification submitted with your Hinds application are reimbursable (or payable with Hinds funds).
4. All requests for *reimbursement* must be accompanied with a "Student Reimbursement Cover Page" (which can be found at <http://evbio.uchicago.edu/resources/>), and a "Student Certification for Business Related Reimbursement" form (<http://evbio.uchicago.edu/resources/>).
5. You must provide receipts with your reimbursement request. The receipts must clearly indicate that you already have paid for the item (e.g., state "paid," "balance due: \$0.00", or indicate that a credit card was charged). If proof of payment is not indicated on the receipt, please provide an accompanying card or bank statement showing the charge. If you paid with a credit card, the receipt must clearly show the last four numbers of the card that was charged. Receipts for meals must be itemized, and you must list the names of all of the people whose meals were paid for.
6. 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.
(<http://evbio.uchicago.edu/resources/>)
7. 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 CEB graduate programs administrator as part of the pdf file you create requesting the reimbursement.
8. 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.
9. Invoices to be paid to a third party must have your name clearly indicated; allow 2 weeks for payment.
10. 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 a copy of the airline receipt for the flight, with the last four numbers of the card that was charged clearly printed on the receipt.
11. 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.
 - a. Just as with reimbursements, save all receipts for travel advances.
 - b. Receipts must be reconciled with travel advances within 30 days of travel end. Submission of receipts after 90 days after returning from travel will result in reporting of the travel advance to the IRS as personal income.
 - c. To reconcile an advance, submit your receipts along with the cover page and certification documents listed in item #4 to the CEB Graduate Programs Administrator. Clearly indicate on the cover sheet that you are reconciling an advance that you have already received, and include the amount of this advance.