



PSD Best Practices for Student Reimbursements and Reimbursement Process Timeline

Students may be reimbursed for expenses related to University business or research, including travel.

Before you make any expenditures, speak with your PI and Student Affairs Administrator to find out which expenses will be covered and how to submit the reimbursement.

Student Responsibilities:

Before submitting a reimbursement, students should **gather the following documents:**

- ✓ **Receipts or proof of purchases:** All receipts must indicate **both** *what was purchased* and *proof of purchase*
- ✓ An **Itemized list of expenses:** Include expense name, purpose, and cost. If the reimbursements are for travel expenses, provide the destination and travel dates.
- ✓ A **completed [Student Certification for Business Related Reimbursement Form](#):** Includes PI certification and signature
- ✓ A **completed Department Cover Form (if required by your department):** Include the COA or POETAF account to be used for the reimbursement (consult your PI or Student Affairs Administrator)

If receipts are in a foreign currency, include the original currency amount as well as a USD conversion.

When students are ready to submit their reimbursement:

- ✓ Scan receipts into PDF files;
- ✓ Combine all receipts, forms and other documentation into a single PDF file;
- ✓ Put receipts in same order as they appear on the Itemized List and Cover Forms.

To submit a reimbursement, email:

Astronomy & Astrophysics	astro-payment@lists.uchicago.edu
Chemistry	chemistry_support@uchicago.edu
Geophysical Sciences	geosci_payments-request@lists.uchicago.edu
James Francke Institute	jfi-requests@lists.uchicago.edu
Mathematics	mathlbc@lists.uchicago.edu
All other programs	Submit reimbursement requests to the departmental administrative point of contact

Reviewer Responsibilities:

The Staff Reviewer will carefully review all receipts and documentation submitted by the student on behalf of the Department. They should communicate right away with the student if the documentation is incomplete or insufficient.

The Staff Reviewer should aim to review and approve student reimbursement requests within 5 business days of receiving the documentation.

Financial Approver Responsibilities:

The Financial Approver will carefully review the documentation submitted by the Student, including confirming that the Financial Account used is correct and appropriate.

The Financial Approver should aim to review and approve student reimbursement requests within 10 days of receiving the reimbursement request.

After the Reimbursement is Approved

Student reimbursements are paid out on the [Biweekly Payroll schedule](#).

Once a reimbursement is approved by the Financial Approver, the student should receive an automated email stating their reimbursement has been approved with an estimated payout date.

- If a student does not receive their reimbursement by the estimated date on the automated email, please contact psd-dos@lists.uchicago.edu for assistance.