**Student Expenses**

**Travel/Business Reimbursement**

***Forms:***

To be completed **by student**:

1. IGL funding form
2. Complete name and address of student
	1. **This address must be a non-campus address**

***Procedures:***

1. Upon sponsorship confirmation with the IGL Director (Sherman Teichman), **an IGL funding form** should be filled out immediately including the following information:
	1. Student name and program affiliation
	2. Itemized budget
	3. Funding amount
	4. Purpose of the travel/expense (e.g. internship, research, conference, etc.)
	5. Expected outcome (e.g. presentation, written report, etc.)
	6. Travel period and destination
2. All of the appropriate forms must be filled out and signed before your travel bookings and/or reimbursement are processed
3. These forms must be brought directly to the Institute Administrator (Neshelle Loessi) or the Administrative Assistant (Lauren Bailey)
4. Be familiar with **allowable and unallowable expenses** before your trip/payment to ensure that your reimbursement is the full amount spent
	1. <http://finance.tufts.edu/accpay/files/TravelandBusinessExpenseGuidelines.pdf> is a comprehensive list of expense guidelines
	2. Please note: gas CANNOT be reimbursed, only mileage
5. During your trip you **MUST KEEP** these items in order to be reimbursed:
	1. **Boarding passes departure AND return – hard copy/original**
		1. Print outs of booking confirmation CANNOT be used as proof of travel
	2. **Itemized receipts for EVERY expense to be reimbursed**
	3. Notes on individual expenditures (i/e your portion on receipt for multiple diners, nature of expenses, etc.)
6. Once you get back from your research trip local or international, you **MUST** submit **hard copy/original** boarding passes and travel receipts **within 30 days** to the Program Assistant (Lauren Bailey) or the Institute Administrator (Neshelle Loessi)
7. Failure to comply with all of the above may result to non-payment due to budget restraints. Late submission is strongly discouraged.