

Completing the Reimbursement Form

- 1) Please complete the form with home address and itinerary.
- 2) Original receipts are required for all requests for reimbursements (with the exception of per diem meals). We are unable to process reimbursements without receipts. If you are driving a personal car, please include Google Maps directions detailing the mileage. If you rent a Motor Pool car or other type of rental car, you may be reimbursed for gasoline.
- 3) If you purchased your airline ticket, train ticket, etc., your name and the last four digits of your card number should be on the receipt. If you do not have this information, please instead provide us with a copy of your credit card statement showing the charge.
- 4) Airfare and lodging paid for by the department is not reimbursable.
- 5) Meals are reimbursed at the current Per Diem rate which can be found here: <http://www.dbs.umd.edu/travel/services/rates.php>.
- 6) Mileage is reimbursed at the current POV rate per mile which can be found here: <http://www.dbs.umd.edu/travel/services/rates/pov.php> . Please attach Google Maps directions detailing the mileage you drove.
- 7) If you are not on UMD payroll please include the correct mailing address to mail your reimbursement check. Please do not use campus addresses. Your reimbursement will be processed by our Accounts Payable office and will take at least four to eight weeks to be processed once they receive the approved forms. If you are on UMD payroll, you will be reimbursed directly to your paycheck.
- 8) UMD policy prevents us from reimbursing students for memberships to academic and professional organizations. Memberships for faculty and staff may not exceed two memberships annually per person and must be covered by discretionary funds (DRIF) or approved by a sponsor for funding in a contract or grant award.

Please email or mail the form and receipts to:

Fischell Department of Bioengineering
ATTN: Sophia Leung
3228 A. James Clark Hall
College Park, MD 20742
sleung@umd.edu

If you have any further questions, please contact Sophia Leung by email sleung@umd.edu or phone 301-405-2046.

