

Reimbursements for Undergrad Students

Purdue Undergrad Students:

1. If the student is a Non-Resident Alien
 - Admin Asst. will notify student that they will need to complete Glacier but will **NOT** need to submit any documents. Directions for Glacier will be sent as an automated email from support@online-tax.net
 - Admin Asst. sends email to Sandy Johnson (john1794@purdue.edu) with student name and email requesting Glacier
 - Once Glacier is submitted, Sandy Johnson will send a confirmation email. She will let you know if the student **does or does not** have a glacier account. Please follow the Glacier directions listed separately.
2. Admin Asst. sends an email to Karin Disher (kdisher@purdue.edu) with the following information (she submits to Scholarship Universe)
 - Name of Student
 - Student Email
 - Reason for payment
 - Account Number payment is being expensed to
 - Email from the faculty member approving the student to be reimbursed, and what amount they will pay
 - If applicable, confirm Glacier has been sent
 - Attach Receipt/Confirmation of Payment
 - Please be sure receipt shows the name on the card, amount, credit card-last 4 digits, or cash
3. If the student is a citizen and either employed or not employed by Purdue, follow step #2

Work Related Reimbursements: If the reimbursement request is for a work- related purchase, then the standard reimbursement process would need to be completed. This would include the completion of the Payee Certificate and Substitute W9 Forms.

Example of a work-related expense; if the student is asked to purchase something directly related to their current work position by their supervisor.

Additional Information:

Masters' student request – Send to William A Robbins III, warobbin@purdue.edu

PhD Student request – Send to Quintin Martin, mart1128@purdue.edu