

UG Student Reimbursement Guidance REVISION

IF UG student is in an ACTIVE student PAID position

After discussions with Central, the DSB Business Office has received revised guidance on how to process UG students' reimbursement **IF** they are in an **ACTIVE** UG student **PAID** position.

We recommend following the below when reimbursing UG students.

Ask the following questions:


- 1) Have you been paid by Purdue before?
- 2) Has anything changed since you were last paid by Purdue?
- 3) Do you hold an active, paid UG student position?
 - If the answer is yes...
 - ✓ confirm they are active in SuccessFactors
 - ✓ complete an Employee Reimbursement form and provide receipts showing proof of payment

The attached Reimbursement Decision Chart has been updated reflecting this revised guidance and has been added to the [DSB Business Office Intranet page](#).

Next received guidance was when reimbursing a UG student for travel.

UG students in an active UG student paid position can process travel reimbursement requests in Concur.

UG students should be directed to submit their travel expenses via Central Travel's link to "Submit Travel Expenses" on their [homepage](#).



United Express flights from the Purdue University Airport

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Contact Us	Submit Travel Expenses
Concur: Book Travel	AAA: Book Travel

They will log in using their Career Account Username and Password. Then will be directed to the next page for form completion.

PURDUE UNIVERSITY Travel Expense Submission

Form Progress
Traveler Details Account & Budget Trip Details Itinerary & Per Diem Hospitality Meals Lodging Transportation Additional Details Attachments Submit to Purdue Travel

Traveler Details

Name [Redacted]
Department [Redacted]
Email [Redacted]@purdue.edu

Is this submission being done by a travel delegate? No

Please note that this form does not save if closed while being filled out and must be completed in one sitting.
Please have all your receipts and information already prepared and available when filling out this form.

Please complete the following questions to reconcile travel card transactions and/or claim reimbursement for your Purdue business travel expenses.

Please note: If this is for Study Abroad travel, the traveler should work with their delegate to ensure all expenses are accounted for and not duplicated between all forms of payment. You may email purduetravel@purdue.edu with questions, but we are not able to complete your expense report.

Be prepared - you must submit electronic copies of original receipts throughout this form.

See below documentation requirements:

- Receipts are required for all expenditures greater than or equal to \$75.
- Receipts for expenditures less than \$75 should not be submitted, unless they are one of those listed below.
- These receipts are always required, regardless of amount and must be itemized.
 - Airfare
 - Lodging
 - Rental Vehicles
 - Hospitality meals and must include:
 - Business purpose
 - Attendees full names, title, & department
 - Registration
- Credit Card Statements do not qualify as a receipt
- Alcohol expenses are prohibited.

If a required receipt has been lost, a [Certification for Missing Receipt form \(PDF\)](#) must be submitted. Receipts for Airfare, Lodging, Registration, Vehicle Rental and Hospitality Meal receipts must be obtained from the airline, travel agency, vendor or provider host.

*Receipts will be limited to 50MB - if your files exceed this they will need to be compressed. You may also upload them directly into your Concur profile through your computer or the mobile app.

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If they have questions on completing the form, they should contact Central Travel at <mailto:purduetravel@purdue.edu>

With all this information, please keep in mind that when reimbursing students, you must follow Division of Financial Aid's (DFA) resource titled "Clarification on covering trips, conferences, expenses for students" as some reimbursements should be reported to DFA and can affect the student's financial aid.