

# Reimbursement Process

By following the guidelines below you may expect reimbursement via check no later than 15 business days. All documentation must be turned into Sonya Woolley, Campus Box 1208, Seigle Hall, room 350.

All three items are due in order to get reimbursed:

1. **Approval** from contributing dept/school(s) which may include:

- Approved Request Form for Travel Expenses from Department
- Written CRES Approval
- Approval letter from Graduate School

2. **Travel Expense Statement.** Travel expense statements must be completed in a timely manner (generally no longer than 15 days) after the completion of the trip. Travel will not be reimbursed if receipts are more than 30 days old.

The form can be printed and completed manually or it can be completed in Microsoft Excel (located at <http://woolley.artsci.wustl.edu-formwhatever> ).

3. **Supporting Documentation.** Supporting documentation is defined as an original document from the vendor that contains the price. Monthly credit card statements and canceled checks alone will not be accepted as supporting documentation. Original receipts must be taped single side only to a regular sheet of 8.5 x 11 paper prior to being turned in.

Foreign Receipts: Employees are encouraged to use [www.oanda.com](http://www.oanda.com) to obtain the average exchange rate for the applicable time period. In addition, receipts for hotel, rental car, airfare, etc., should be labeled as such in English. A copy of the print screen with exchange rate must be included with the travel expense statement. A copy of a monthly credit card statement with original receipts is acceptable to show actual conversion amounts.

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Please note:

When booking travel please note that CRES will not reimburse group packages (through orbitz, expedia, etc). You must provide a print out of a flight *quote* if you are approved for CRES funding.

Washington University does not reimburse insurance on car rentals since we are able to provide an insurance card to employee's (grad students are considered employed by the university) prior to travel. Please see Sonya or Karen for the insurance card.