

Travel Reimbursement Procedures

- Domestic students are eligible for travel reimbursement for up to \$300.
- Students from outside the continental U.S. are eligible for up to \$500 for travel reimbursement. Transcripts and application must be submitted by students to be eligible for the additional \$200 in travel reimbursement.
- Health profession advisors, college advisors, faculty members from undergraduate schools are also eligible for travel reimbursement. Travel reimbursement receipts must be received no later than 2 weeks after the event. If a check is returned to the college due to a bad address or if the college has to stop payment on a check because of a bad address, any fees associated with that process will be subtracted from the student's reimbursement. Upon approval from the executive administration, the travel expenses for advisors may be reimbursed in full.
- ALL students must have at least 45 semester hours of college credit and live at least 200 miles from campus to be eligible for the travel reimbursement plan. Transcripts are required for documentation.
- Transcripts must be submitted to verify eligibility prior to, or upon arrival to campus for visit.
- Itemized (detailed) receipts must be provided in order to receive reimbursement. Receipts must be turned in to the enrollment services department for processing.
- The following are the ONLY acceptable travel expenses: airline, train or bus tickets, gas and/or car rental receipts.
- **IMPORTANT:**The deadline for ALL travel reimbursement is 2 weeks after the event and can be submitted to <mailto:mmmartin@sherman.edu>