Travel Reimbursement Procedures

- To see if you qualify, you must first speak to an admissions representative. Transcripts are required for documentation and all travel reimbursement to verify eligibility prior to arrival to campus for visit. ***DO NOT SCHEDULE FLIGHTS OR OTHER ARRANGMENTS WITHOUT QUALIFICATION CONFIRMATION FROM AN ADMISSIONS RESPRESENTATIVE. SHERMAN COLLEGE WILL NOT BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH PRE-QUALIFIED ARRANGEMENTS.***

- Domestic students who live over 200 miles from campus 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.

- 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. Upon approval from the executive administration, the travel expenses for advisors may be reimbursed in full.

- 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.

- 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.

- **IMPORTATANT:** The deadline for **ALL** travel reimbursement is 2 weeks after event or campus visit and can be submitted to Admissions@sherman.edu .