

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 REPRESENTATIVE. SHERMAN COLLEGE WILL NOT BE RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH PRE-QUALIFIED ARRANGEMENTS.**
- Domestic students, living inside the contiguous U.S., who live over 200 miles from campus are eligible for travel reimbursement for up to \$400. Students from outside the contiguous U.S. are eligible for up to \$600 for travel reimbursement.
- Travel reimbursement applies to the prospective student's expenses **ONLY**. Guests of prospective students are not eligible 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.
- The following are the **ONLY** acceptable travel expenses eligible for reimbursement, with corresponding receipts: airline charges, train or bus tickets, tolls, gas and/or car rental charges.
- Itemized (detailed) receipts must be provided in order to receive travel reimbursement. Receipts must be turned in to the enrollment services department for processing. **All receipts must show date of purchase and proof of purchase, displaying the method of payment.**
- **IMPORTANT:** The deadline for **ALL** travel reimbursement is 2 weeks after event or campus visit and can be submitted to admissions@sherman.edu.