Expense Reimbursement Process
FAQs

Q. What is the reimbursement process and who is eligible?
A. If you are traveling to campus for an interview, relocating as new faculty/administration, or repatriating, you are eligible for the reimbursement of expenses that are essential for this travel. If you have questions regarding your eligibility, please contact your Talent Acquisition Consultant or local Human Resources representative.

Once the receipts have been received via email, Human Resources will review the receipts and request form and complete the sections designated to HR. Once they have been approved, they will be sent to Accounts Payable for processing. The check will then be mailed to your address or your campus location’s accounting department, who will notify you of its arrival.

Note to faculty/administration: This is the reimbursement process for interview and relocation/repatriation expenses only. If you require reimbursement for any other expense, you will submit via ExpenseWire.

Q. How long will it take to receive my reimbursement check?
A. You will receive your check within thirty (30) days of its receipt by Human Resources.

Q. Will I be reimbursed for an expense if I do not have a receipt?
A. You will not be reimbursed for an expense without providing the receipt as proof of purchase. If you do not have the receipt, you may submit other forms of proof, such a bank statement. If you submit a bank statement, please highlight the purchases related to your interview/relocation.

Q. Do my receipts need to be converted into US dollars?
A. Yes, the US dollar amount must be used on the request form. To convert the currency into US dollars, use the website http://www.xe.com/.

Q. Will I receive my reimbursement in US dollars?
A. Yes, all expenses will be reimbursed in US dollars.

Q. Can I have my reimbursement directly deposited or wired into my bank account?
A. No, you will receive a check that will be sent to the address you provide on the request form. If you have relocated to the AUC, RUSM or RUSVM campus, your check will be sent to the campus accounting department, unless you note otherwise on the request form.

Q. Do I have a spending limit?
A. Follow the guidelines below when making purchases during travel. If you are relocating or repatriating, then review your contract to determine your allowance or contact your Human Resources representative for confirmation.
Reasonable & Customary Expenses

Interview & Relocation/Repatriation:
- Lodging (hotel room and tax)
- Meals/snacks (per person in US dollars)
  - Full day of travel - $50, plus 10-20% tip if service charge is not included
  - Partial day of travel - $10 for breakfast, $15 for lunch, $25 for dinner
- Transportation (flight, train, bus, taxi)
- Miscellaneous transportation costs (mileage, tolls, gas and parking)
- Island departure tax
- Luggage fees

Relocation/Repatriation Only:
- Excess baggage fees
- Costs associated with visa requirements
- Costs associated with relocating pets
- Shipping costs

Unreasonable expenses

- Personal purchases (including luggage, clothing, toiletries, medications, etc.)
- Personal services (including hair services, laundry/dry cleaning, shoe shine, etc.)
- Dependent care, pet care, house-sitting
- Souvenirs
- Newspapers, magazines, books
- Tours of the islands
- Personal phone calls
- In-room movies, video games
- Alcoholic beverages (in moderation during meals is acceptable)

Q. Will I be reimbursed for expenses that exceed my relocation/repatriation allowance?
A. No, any expenses that you incur in excess of your allowance will not be reimbursed.

Q. Is there a time limit to submit my receipts?
A. In order to be reimbursed for any reasonable and customary expenses, the expense must be submitted within three (3) months after it was incurred. For example, if an expense is incurred on January 1, the latest date you can submit for reimbursement is April 1 of the same year.