

Midwestern University Student Travel Reimbursement Guidelines

****This Checklist can be found on the University Student Portal/University Forms Hub (centralized location where students can find/download University approved forms)***

This document provides instructions and a checklist for Midwestern University students to obtain travel reimbursement for attending or presenting at a conference. Conference travel may be related to research, student organization, student council, leadership, and professional activities.

Reimbursement Instructions

Depending on the nature of the conference, the following funding sources *may be* available. **It is the student's responsibility to confirm and obtain appropriate approvals before the reimbursement process.** Reimbursement occurs after the event has concluded and must be filed **within 30 days** after the travel.

- A. **Office of Research and Sponsored Programs (ORSP) fund**: The student may be reimbursed for some expenses related to presenting (poster or platform talk) at one research conference per year. The reimbursement is capped at \$500.
- B. **Student Organization fund or Student Council fund**: The student may be reimbursed for attending or presenting at a regional, state, or national student organization/council conference. The amount of financial support needed to attend one or more conferences is at the sole discretion of the specific student organization or council.
- C. **College/Program fund**: The student may be reimbursed for some expenses to attend the conference(s) using college funds. The availability and amount of the funds are at the sole discretion of the College Dean or the College administrator. The college-specific forms and processes will need to be adhered to.

Table 1 provides a few possible scenarios. The * refers to the entity (ORSP, Student Organization/council or College) that will be submitting the check request.

Table 1: Examples of the Conference and its possible funding sources

Scenario	ORSP fund	Student Organization or Student Council fund	College/Program fund
Research conference	Maybe Eligible*	Not Applicable	Not Applicable
Research conference	Maybe Eligible	Not Applicable	Maybe Eligible*
Research conference	Maybe Eligible	Maybe Eligible*	Not Applicable
Research conference	Maybe Eligible	Maybe Eligible	Maybe Eligible*
Student Org/Council	Not Applicable	Maybe Eligible*	Not Applicable
Student Org/Council	Not Applicable	Maybe Eligible	Maybe Eligible*
Conferences <i>other than</i> the above examples	Not Applicable	Not Applicable	Maybe Eligible*

Table 2 : Administrative Staff Contacts

ORSP-AZ	Cristie Schwan (cschwa@midwestern.edu)
ORSP-IL	Jessica Pope (jpope@midwestern.edu)
MWU College	
• AZCOM	Tricia Zahniser (tcosen@midwestern.edu)
• AZCOPT	Lori Klein (lklein@midwestern.edu)
• CCO	Karyn Houbolt (khoub@midwestern.edu)
• CCOM	Emily Whitis (ewhiti@midwestern.edu)
• COP	Teresa Gonsalves (AZ) & Cheryl Kane (IL) tgonsa@midwestern.edu & ckane@midwestern.edu
• CGS	Diane Wilkinson (AZ) & Tonya Jackson (IL) dwilk2@midwestern.edu & tjack1@midwestern.edu
• CDMA	Rhonda Cary (rcary@midwestern.edu)
• CDMI	Janaki Anand (janand@midwestern.edu)
• CHS-GD	Elizabeth Armijo (earmijo@midwestern.edu)
• CHS-DG	Sarah Wengel (swenge@midwestern.edu)
• CVM (AZ)	TBD
• CVM (IL)	Hong Zhang (hzhang1@midwestern.edu)
Student Services-AZ	Julie High Horse (jhighh@midwestern.edu)
Student Services-IL	Lori Vozari-Rafaj (lvozar@midwestern.edu)

Reimbursement Checklist

- ☐ The student and their faculty mentor have identified a research or student organization/council-related conference for the student to attend/present in advance.
- ☐ The student has obtained approval from their college dean in advance by letter or email. (See Table 2 for college-specific administrative staff)
- ☐ If the conference is international or held outside the continental United States, the faculty mentor and college dean must complete the International Travel Request Form on the student's behalf, and the college will obtain the President's approval.
- ☐ The student shall submit **one check reimbursement request per conference** to the appropriate administrative staff (table 2). The requisition must include **account numbers for all approved funding sources** and **the amount charged to each account**.
 - ☐ If the ORSP is the only fund used, submit the approval letter and all reimbursement documentation to the ORSP staff.
 - ☐ If the ORSP and the College/Program funds are used, submit the approval letters and all reimbursement documentation to the college-specific administration staff.
 - ☐ If the ORSP and the Student Organization/Council fund are used, submit the approval letters and all reimbursement documentation to the Assistant Dean of Student Activities.
 - ☐ If the Student Organization/Council fund is the only fund used, submit the approval letter and all reimbursement documentation to the Assistant Dean of Student Activities
 - ☐ If the Student Organization/Council and the College/Program funds are used, submit the approval letter and all reimbursement documentation to college-specific administrative staff.
 - ☐ If the ORSP, Student Organization/Council and the College/Program funds are used, submit the approval letter and all reimbursement documentation to college-specific administrative staff.
 - ☐ If the College/Program fund is the only fund used, submit the approval letter and all reimbursement documentation to the college-specific administrative staff.

Documentation (**all in PDFs**) needed for reimbursement:

- ☐ Provide the conference/event info (dates, location, and official schedule).
- ☐ Provide the title of the conference presentation, if applicable.
- ☐ Provide documentation of travel approval(s).
- ☐ Submit the Student Services Student Expense Report if ORSP and/or student organization/council funds are requested.
- ☐ Submit the College-specific documents if the college/program fund is requested.
- ☐ Provide all original itemized receipts.
 - ☐ Include notes or an explanation of any reimbursement amount that does not match the original receipt (e.g., when sharing expenses). The eligible amount may be less than the total receipts.
 - ☐ For shared expenses (hotel, Lyft/Uber), please ask to split the payment first so each person has their receipt. If that is not possible, a detailed invoice/receipt is needed, along with a snapshot of how you paid the other person via Zelle, Venmo, etc.