THINGS TO KNOW ABOUT SUBMITTING RECEIPTS

The funding will be posted to your student account (or transferred to an ASU account) once we receive the following information:

- **Original, itemized receipts showing form of payment** – cannot accept screenshots for final posting of funds. Any register receipts need to be original to be reimbursed.

- **Gift cards/Paid participant. IMPORTANT: Make sure to read the application instructions on what paperwork/receipts are needed in order to be reimbursed per ASU policy.**

- **Travel documents (if this reimbursement has a travel component). Travel expenses will be paid upon completion of your trip or during Aid year purchase was made if need be.**
  
  - Airfare - complete itinerary and show a form of payment (below is an example of a form of payment). Shows itemized, amount and paid by Visa. **Must provide copy of your boarding pass.**
    
    - **Cost and Payment Summary**
      - **AIR - W83YPE**
      - Base Fare $ 234.75
      - Excise Taxes $ 17.61
      - September 11th Security Fee $ 11.20
      - Segment Fee $ 8.40
      - Passenger Facility Charge $ 9.00
      - Total Air Cost $ 280.96
      - **Payment Information**
      - Payment Type: Visa XXXXXXXXXXXX1111
      - Date: Feb 26, 2018
      - Payment Amount: $280.96
  
  - Lodging – final billing needs to be itemized, show name/address for location and show a form of payment. Final billing received upon checkout. Need to provide paperwork if conference hotel. **NOTE: If not the conference hotel, reimbursement will be paid per ASU policy per diem rate for the city that the hotel is located in.** If you are sharing a room with someone else that is submitting an application for the same hotel, you each need to show that you paid your share of the room. If one person pays, the other has to show per check (copy of front and back of check showing bank stamp) or Venmo receipt showing reimbursing the other person your share. You would also need to submit a copy of the final billing for the hotel as well.

  - Meals - may be reimbursed per diem per ASU policy by the city that you are in that day or that night. Any meals provided by hotel or conference would be deducted from the per diem rate for that day.

  - **Taxi/Uber/Lyft – original receipts showing payment. If Uber/Lyft, receipt should show name, addresses and form of payment. You need to state the locations. Ex: airport to hotel. You will not be reimbursed for rides to go out and back for meals. A tip can be no larger than 18%.**
GROUPS: Each student would have the maximum of $750 to use towards the project but would have to show that they paid their share of the costs. Not one student can pay for everything and get reimbursed.

TRANSFER TO ASU ACCOUNT: Let me know if you are receiving funding from any other sources for the same items or travel. If this is to be a transfer into an ASU lab account, I will need the account number to verify that a transfer can be done and the report showing the expenses on the account once purchased. If it is part of a travel claim, you will need to check with the department submitting the claim to see if they will pay the funding through the travel claim then a transfer would be done to that department’s account.

OTHER FUNDING: If you are receiving funding from another department or source, you will need to provide that information when you submit your application.

IF GRADUATING IN THE SEMESTER THAT YOU ARE SUBMITTING YOUR APPLICATION: Make sure to have all original payment receipts submitted by final receipt deadline.

NOTE: You are the only one that can be reimbursed since the reimbursement can only be posted to your student account unless a transfer will be made to an ASU Lab account. Ex: supplies or paid participants cannot be paid by your Thesis Director since he or she cannot be personally reimbursed.