

Lehigh University Controller's Office

Reimbursing Students, Adjuncts, and Visiting Faculty

Students, adjuncts, and visiting faculty may use the Request for Reimbursement form to be reimbursed for University business expenses incurred. Contact the Controller's Office at 83140 for a supply of forms. A University ID is required by the University's branch bank to process a reimbursement form.

Before incurring any expenses or completing the Request for Reimbursement form:

- Review the Travel and Business Policy and Procedures, located on the Controller's Office website, which applies to all faculty, staff, students, and others who incur expenses while engaged in University business or related travel. Verify that your expenses are in compliance with University policy.
- Refer to the document titled Guidelines for Student Financial Support, located in the Payroll section of the Controller's Office website, for information on the tax and IRS reporting implications regarding reimbursements to students. Taxable payments should not be submitted as an expense reimbursement.
- Check what expenses the University will pay up front to avoid using personal funds. These include:
 - Air travel through the University's travel management company
 - Conference registration fees via Accounts Payable
 - Vehicle rental via Transportation Services
- Be aware that reimbursement requests are subject to audit by the Controller's Office and other auditors. The Controller's Office reserves the right to require approvals in addition to the financial manager or authorized signer, depending on the nature of the reimbursement request.

The reimbursement form cannot be used for moving expenses, capital equipment purchases (\$5,000 and over), computer purchases, and payments for professional services. Such payments must be paid directly by the University via the Purchase Order system or Accounts Payable. See the Purchasing Services or Accounts Payable section of the Controller's Office website for additional information.

For questions about reimbursing students, adjuncts, and visiting faculty, please contact Rich Ringhoffer at rmr5 or x84404.