

# REIMBURSEMENTS

## Steps to a successful reimbursement



### WHAT IS THE TOTAL AMOUNT BEING SPENT?

If you are planning on spending over \$100 on a single event or at multiple stores, you must submit a Finance Form ahead of time and it must be approved before you make the purchase.



### KEEP ALL PAPER & DIGITAL RECEIPTS!

Make sure to keep all your receipts! This includes shipping information and delivery confirmations for online purchases. Original receipts must be turned in to OSILD.



### WORCESTER STATE IS TAX EXEMPT

You will not be reimbursed for any taxes on your submitted receipt. Tax exempt certificates are available in OSILD to take to the store with you.



### ORDER ONLINE, SHIP TO OSILD

Any purchases being made online must be sent directly to OSILD. All order confirmation information must be included in reimbursement paperwork.  
*Ship to: Christine Pulsifer, 486 Chandler Street, Worcester, MA 01602*



### HOW SOON WILL YOU BE REIMBURSED?

All reimbursements must be submitted via Finance Form within 30 days of making the purchase. It can take up to 45 business days for you to receive your reimbursement.



### NO PERSONAL PURCHASES!

Any receipts being submitted for reimbursement cannot include any items for personal use. The receipt can only include items to be reimbursed.



### IS THERE ANYTHING I CAN'T BUY?

You cannot purchase gift cards. No reimbursements will be made for purchases made via Venmo, PayPal, CashApp, or Pay-In-Four apps.



### WHO CAN SUBMIT A REIMBURSEMENT?

You cannot submit your own reimbursement. Only WSU students, staff, and faculty can be reimbursed. If the person being reimbursed has made multiple purchases, all reimbursements can be on one Finance Form.

**Speak with your Program Coordinator if you have any questions or need clarification on the reimbursement process.**



[worchester.edu/club-forms](https://worchester.edu/club-forms)



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**Finance Form**