



Student Reimbursement Process

The Non-Employee and Student Expense Reimbursement Form, found at miami.edu/expenseform, allows students to claim funds spent on behalf of their organization directly from their organizations' accounts. This form should only be completed by University of Miami students as well as non-employees. Advisors and other University employees wishing to submit a reimbursement request should do so via the Expense Report tab in Workday.

Reimbursement Process

1. Visit miami.edu/expenseform to launch the online reimbursement form.
2. Fill out the Payee's name and accurate mailing address. Once approved, the check will be sent to the designated Payee in the mail. If the check needs to be sent to an international address, contact Accounts Payable for further instructions. Please see 4b below if you would like to pick up the check instead.
 - a. Please note that you cannot receive reimbursement on behalf of someone else without written approval from them. The letter or email from the person who paid needs to be attached to the reimbursement. It must state what they bought and that it is okay for the other person to receive reimbursement on their behalf.
3. In the Driver Worktag box, enter the Program ID of the organization's account. Program IDs can be found on your organization's Engage page. You can also meet with your advisor or contact your SAFAC liaison to obtain your Program IDs.
 - a. SAFAC Program ID: This should be used **ONLY** if the expense incurred was approved for the current school year by SAFAC. You can find your organization's approved SAFAC budget on your organization's Engage page.
 - b. Non-SAFAC Program ID: Any expenses not approved by SAFAC should be reimbursed from your organization's Non-SAFAC account, which includes funds from membership dues, donations, and other fundraising sources.
4. In the Business Purpose box, explain the reason for the reimbursement.
 - a. Ex. "SAFAC-Approved Underwater Basket Weaving Seminar" or "Organization Travel Expense"
 - b. If the payee would like to pick up their check at the Cashiers Office (Ashe Building) instead of having it mailed to them, write in all caps "HOLD FOR PICK UP" in this section. You would still have to provide a business purpose in this field or the request will be sent back.
5. In the Preparer section, enter your name, email and phone number, in the event that Check Disbursements needs to contact you regarding the request.
6. In the item detail section, select the option that best fits your request for the first expense item. Enter a description of each item, location and date (if applicable), and any other relevant information. In the Amount column, enter your reimbursement amount.
 - a. If you request a reimbursement request for an amount greater than what SAFAC approved using your SAFAC Program ID, your reimbursement will be denied and sent back for changes.
 - b. Non-SAFAC expenses must be approved by your organization.
 - c. If you wish to split the charge between your SAFAC and Non-SAFAC accounts, submit two separate reimbursement forms for the same item under different Program IDs.
 - d. You may repeat this process for up to ten "expense items" per person.
7. Before submitting, attach all relevant receipts and backup documentation in a zipped folder. Please refer to the Student Reimbursement Documentation sheet to determine the appropriate required documentation.
8. After you submit the form you will receive an email confirming your submission. If you submitted the form correctly with proper documentation, the Disbursements office will mail your check reimbursement within 2-3 weeks.

If you have any questions, please contact your SAFAC liaison or email safac@miami.edu.