

OSD Reimbursement Guidelines

While Spending:

- Save all receipts (both itemized and proof of payment)
- If the expense is in someone's name (a bill in someone's name, use of a credit card statement as proof of payment, moot court registration for a team), it must be in the name of the student requesting reimbursement
- Don't pay in cash
- Venmo and paypal are not acceptable forms of vendor payment
- Tip reasonably; tips are capped at 20% for lunch or dinner, when appropriate to tip
- Never covered:
 - Alcohol
 - Sales tax (food related tax is reimbursable)
- **We cover reasonable expenses.** This means:
 - A maximum of three meals a day
 - One beverage per meal
 - Appetizers/deserts may not be reimbursed
 - Please use common sense about whether it is reasonable to expect the university to cover an expense. We reserve to the right to make decisions about what expenses are considered reasonable.
- If you are unsure whether a non-food or lodging expense is reasonable and will be covered, please check in **before** purchase

Turning in Paperwork:

- Include hard copies of all receipts and statements
- **Please include both an itemized receipt and proof of payment**
 - Expenses that are not itemized may not be covered
 - Receipts must indicate "paid"
 - Proof of payment may be the inclusion of the end of a credit card number on a receipt or the word "credit" or "debit"
 - If there is no proof of payment on a receipt, you may use a credit card or bank statement that clearly includes your purchase. You may redact all other purchases from the statement you turn in with your reimbursement paperwork. The statement must clearly include your name.
 - Travel must show itinerary and payment
- Fill out the reimbursement spreadsheet with all information
 - It must include NU ID, address, and signature (no e-signature)
 - Explain any purchases listed as miscellaneous in the space given
- Please number the expenses listed on page 2 of the spreadsheet and number your receipts to match with each particular expense
- Attach your GSG funding letter (of approval or rejection) to your reimbursement paperwork. Your expenses will not be reimbursed if you did not apply for GSG funding.

- Turn in a hard copy to ASA
- **If you are seeking reimbursement from multiple sources (including GSG):**
 - Please only include on the spreadsheet expenses for which you expect reimbursement through OSD
 - If seeking partial reimbursement for an expense, please write on receipt “Requesting \$_____ only” and list the requested amount, not the total, on the spreadsheet
- **For teams:**
 - Your entire team’s reimbursement paperwork must be turned in before any member’s reimbursement is processed
 - Make sure any shared expenses are only listed once; if the expense was paid by one person, this person will be the only one reimbursed (e.g. shared lodging)
 - If one member of a team covered another team member’s expenses (especially meals), make sure that this is clearly marked and explained

Please email lawstudentaffairs@northeastern.edu with any questions