

First, what can I be reimbursed for?

There are two types of reimbursement:

1) Research reimbursement: This is a reimbursement of up to \$300 for anything purchased for your research project which is not otherwise useful. Approved expenses include: Mailings, surveys, photocopying and any related travel expenses. Unapproved expenses include: WAIS kit, food eaten while administering surveys, or medical monitoring equipment. If you are unsure whether or not an expense would be approved, please feel free to shoot me an email and I will let you know. Your supervising professor must also sign off on these expenses.

2) Training reimbursement: Training are any forms of class/workshops/conferences which enhance your studies in some way. If you are attending a conference/training at which you are presenting, you can receive up to \$300 reimbursement for travel, lodging and conference fees. If you are attending a conference/training at which you are NOT presenting, you can receive up to \$150 reimbursement for travel, lodging and conference fees. You will NOT be reimbursed for things such as food, alcohol or entertainment. Also, you can use this reimbursement (\$300) for travel and lodging for internship interviews with interview invitation receipts or APPIC/NMS fees. Again, feel free to email me for specific clarifications.

Ok, so how do I get reimbursed?

Well, it's pretty simple. All you have to do is fill out the appropriate attached form (both are dated updated 2018 and you can fill it out by hand or as a PDF) with all the necessary supporting documents (i.e., proof of purchase, proof of attendance, etc.) and email it to opsreimbursement@gmail.com

How do I know my reimbursement request has been received?

We will respond via email within 5 days of your request stating it has been received and ready to be processed at the end of the semester OR that we need additional documentation or clarification.

How long do I have to wait to get reimbursed?

Due to the quantity of reimbursements, we receive it is only possible to do all of the reimbursements at one time. So all reimbursement requests are due by December 23rd for the Fall Semester and May 16th for the Spring Semester. All reimbursements will be processed after the end of semester but prior to the start of the new semester. You should expect to receive a check via US mail around the start of the new semester. Make sure you provide an address you will be able to receive mail during the winter and summer breaks. OPS is not responsible for any lost checks, and cannot re-issue reimbursements.

How many reimbursements do I get?

Every student of Ferkauf is allotted 1 reimbursement for however many years you are expected to be enrolled as a student (5 for Doctoral students, 3 for Masters students).

Keep in mind that the due dates. (Extensions are available in case of emergency).