

### **Check request reimbursement policy**

Check request reimbursements should be used for anything besides travel, mileage, conference registration, hotel or meals. Please use the form that is located on the Student grant site. Fill out your name and address in the check payable section and list a breakdown of expenses in the specifications section. Please attach all invoices or receipts to your request and you can either scan/email or drop off a hard copy with Mary Jo Nelson.

If you are using your funds for postage/mailings or printing and are using the campus facilities, please contact Mary Jo Nelson for the budget number and instructions.

Please remember that you are responsible for any overages to your budget.