

Reimbursement instructions

If you were offered reimbursement for travel and/or lodging, please follow these instructions:

1) Obtain a copy of the reimbursement request form here:

<https://bit.ly/UpstateMoney>

2) Fill out the the following fields:

- Payee Name
- Date
- Address
- City
- State
- Zip Code

3) Email a pdf of this form, along with “receipts”, to Jeffrey Hatley (hatleyj@union.edu).

- If seeking a reimbursement for **lodging**, this should be an invoice for your stay.
- If seeking reimbursement for **travel**, this should be a (pdf) copy of the Google Maps directions showing the total mileage from your home institution to Union College. Reimbursements are made at a rate of \$0.505/mile.

Please submit your reimbursement request no later than November 1, 2021.