

DESIGN COMPETITION REIMBURSEMENT INSTRUCTIONS

Follow these instructions to be reimbursed for Design Competition related expenses. All reimbursement requests will be taken out of your \$500 budget (per team) and MUST be submitted within 10 days of the purchase in order to prevent processing delays. *Please keep in mind: reimbursements typically take 3-5 weeks to process.* Contact Nikki (nhsueh@ucsd.edu or 858-822-0152) with any questions.

SUPPLIES

1. Complete and submit the [reimbursement request form](#) online.
2. Email Nikki (nhsueh@ucsd.edu) all required backup documentation (itemized receipts, invoices, order confirmations, etc.)
 - Must show form of payment used, amount paid, service provider contact info, date service/expense was incurred, name of person for whom service/expense was provided, description of service/expense

If you are scanning your documents before sending, please make sure all information is clear and easy to read. Private and sensitive information should be covered (for example: phone numbers, birthdays, Social Security Numbers, etc.)

TRAVEL

Prior to arranging your travel, you MUST email Nikki (nhsueh@ucsd.edu):

- Description and purpose of your trip
- Dates of travel
- Completed and signed [Student Certification for Business Related Travel form](#)

Once these items have been received and Nikki has created a trip number for you through MyTravel, you may make travel arrangements for your trip. This can include [Zipcar](#), Uber, Lyft, or your own vehicle. Please make sure that the selected mode of transportation is the most economical (per University policy.) Carpooling is encouraged.

Once your trip is complete, you will email Nikki all of your backup documentation. You will be reimbursed only after your trip has taken place and backup documentation has been received.

- ZIPCAR/UBER/LYFT - itemized receipts, invoices, order confirmations, etc.
 - Must show form of payment used, amount paid, name and address of the service provider, date service/expense was incurred, name of person for whom service/expense was provided, description of service/expense
- OWN METHOD OF TRANSPORTATION – total mileage traveled
 - A screenshot of Google Maps with your travel origin and destination pinpointed will suffice

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