

Department: Center for Faculty Innovation (CFI)

Applies only for:

Faculty Development Grants,
Faculty Research Grants,
Marquette Fellowships and,
Biever Guest Lecture Series Awards.

Reimbursement submission guidelines for the Center for Faculty Innovation. Our office monitors disbursement of the checks and maintains records of all grants and funding cycles. We do not fill out paperwork for individuals.

**PLEASE CLICK ON THE LINKS PROVIDED.
THIS PAGE IS NOT A SHORTCUT OR SUMMARY OF LOYOLA UNIVERSITY
POLICIES OR GUIDELINES.**

Please contact Tarana to submit Check Requests
864-7055 ML 301; Box 198
lawrence@loyno.edu

[Reimbursement Policy](#)
[Required Documentation and Receipts/Timeline for Submission](#)

Submitting a Check Request, the following documentation is required: (You are welcomed to provide additional documentation if necessary.)

- [Check Request](#). Please complete your name, social security number and address. Indicate if you would like the check mailed to your home or delivered via campus mail.
- The original receipts, if you are missing one or more please provide a [Missing Receipt Affidavit](#) for each missing receipt.
- If you have more than one receipt, you are required to complete a [Miscellaneous Expense Statement](#).

Submitting a Domestic Travel Check Request, the following documentation is required: (You are welcomed to provide additional documentation if necessary.)

- [Check Request](#). Please complete your name, social security number and address. Indicate if you would like the check mailed to your home or delivered via campus mail.

- The [Original Receipts](#), if you are missing one or more please provide a [Missing Receipt Affidavit](#) for each missing receipt.
- [Travel Expense Statement](#). You will need to fill out all the applicable lines. If you have more receipts than the lines provided, please feel free to use an additional second page of the travel expense statement, or the miscellaneous expense statement as a second page.
- Please read the [Travel](#) policy and guidelines using the link provided. The **mileage and gas** procedures can be found on that page. You will need to provide a Mapquest (or similar documentation) showing mileage to and from destination with appropriate addresses **and** dates of travel, for each mileage amount.

Submitting a International Travel Check Request, the following documentation is required. (You are welcomed to provide additional documentation if necessary.)

- Additional [International Travel Reimbursements guidelines](#) can be found by clicking on the link provided.
- [Check Request](#). Please complete your name, social security number and address. Indicate if you would like the check mailed to your home or delivered via campus mail.
- The [Original Receipts](#), if you are missing one or more please provide a [Missing Receipt Affidavit](#) for each missing receipt.
- [Travel Expense Statement](#). You will need to fill out all the applicable lines If you have more receipts than the lines provided, please feel free to use an additional second page of the travel expense statement, or the miscellaneous expense statement as a second page.
- For reimbursements from international expenses, it will be necessary for you to provide evidence of the amount paid in the visiting country and the amount you are requesting. Finance will accept a print out from an online currency converter. Every receipt that you will be requesting reimbursement for will require their own print out showing the euro/peso/yuan to dollars conversion. Most currency converters allow you to select the date you were traveling to obtain an accurate conversion. Please read the international travel reimbursement guidelines.
- If you are requesting **mileage or gas** reimbursements, please read the guidelines on the link provided. Submit the documentation along with your travel expense statement and check request.