

Financial Services Manual (FIN)

FIN 422–02: Student Reimbursements

Effective: 6/1/1987

Revised: 7/1/2022

Purpose

To permit reimbursements to students for authorized expenditures

Source

University policy

Policy

Travel Expenses

Reimbursement of student travel is generally limited to team/group travel. See [FIN 501](#), “ASU Travel Policy,” for more information.

Other Expenses

Students may, with departmental authorization, procure goods or services directly from a vendor and request reimbursement from ASU if:

1. the purchase cost of a transaction is less than \$1,000
 2. the items do not constitute compensation for services rendered
- and
3. the original vendor’s receipt is provided at the time of requesting the reimbursement. Original receipts are required. Itemized receipts are preferred and may be required in certain circumstances before reimbursement is made.

Purchases that do not meet the above criteria must be made by submission of a Requisition (REQ) in Workday so that Purchasing and Business Services may issue a Purchase Order.

Procedures

Travel Expenses

Follow the procedures in [FIN 501](#), “ASU Travel Policy.”

Other Expenses

Submit an Expense Report in Workday for the student for reimbursement with proper supporting original receipts. Original receipts (itemized when available) are required. Itemized receipts are preferred and may be required in certain

circumstances before reimbursement is made. The spend category selected should correspond to the nature of the expense being reimbursed, particularly in cases where sponsored projects may be impacted.