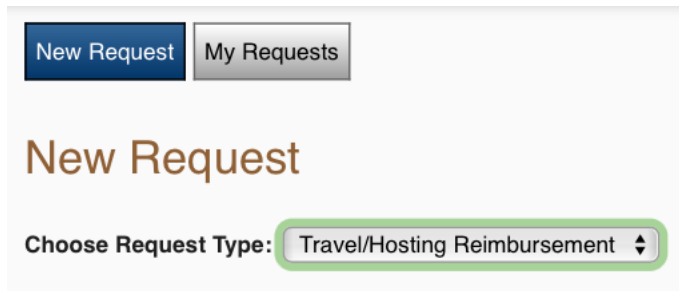# How To MSE Reimbursement for
Grad Mentorship Meet-ups

Updated February 2020

When you visit the provided link (below) you will be asked to log in using your UM credentials   https://deptapps.engin.umich.edu/thr/index/newform?dept=221800

Once you've logged in, begin by selecting Request Type: Travel/Hosting Reimbursement

The Uniqname field will be automatically populated with your info.

Select the 'Reimbursement Category': University Business

Enter the 'Purpose of Trip/Hosting Event': MSE Grad Mentorship Program - Monthly meet-up at (Place) with my mentee (Mentee name)

Leave Destination and Travel Advance blank

For Trip/Event Duration, enter the date of the meet-up

Leave Mileage Refund and Business Purpose blank

Education Related: No

Rackham Grant: No

Enter Shortcode: 335731

New Travel/Hosting Request

Change Request Type: [--- ▼]

Note: You do not have to complete this form all at once. You can hit "Save Draft" at the bottom of this page to store an incomplete form. Once you save a draft, you can access it from the table on your My Requests page.

* Indicates a required field.

Uniqname: *   [akhalvey]   Name: Halvey, Alex

If this reimbursement is for a student, please indicate whether the activity/items being reimbursed fall under University Busniess or Academic Pursuit. If the reimbursement is not for a student select "Not a Student". For examples on the differences between University Business and Academic Pursuit please refer to this document: Reimbursement Category.pdf

Reimbursement Category: *   [University Business ▼]

Purpose of Trip/Hosting Event: *

[MSE Grad Mentorship Program - Monthly meet-up at (Place) with my mentee (Mentee name)   🄖]

Destination (City, State):   [   ]

Travel Advance (Number & Amount):   [   ]

Trip/Event Duration: *   [2019-10-03] – * [2019-10-03]

Mileage Refund/Destination Address: [   ]

Business Purpose: [   ]

Education Related: [No ▼]

Received Rackham Grant: [No ▼]

(if yes, please attach the letter from Rackham along with the receipts)

Shortcode(s)

(add notes or % on each when more than one)

Shortcode	Percent/Notes	Remove
335731		-

[Add]

Under 'Hosting':

Add requested reimbursement amounts under hosting. If your request is not for food/beverages, list it under "other". The hosting limits in the fine print are 'per person', so you'll be fine within the mentorship program reimbursement limits of $25 or $40 per month.

List all attendees of the meet-up. For all mentors and mentees, the affiliation is: UM – MSE

Hosting

(Maximum hosting limits, Breakfast $25.00/Lunch $25.00/Dinner $55.00)

Date	Breakfast	Lunch	Dinner	Other	Remove
	$	$	$ 40.00	$	-

Was Alcohol Purchased? No ▼

(if yes, note shortcode used for alcohol in table above)

Add

Hosting Attendee List

(please designate institutional affiliation - UM, Berkeley, Georg Tech, etc)

Full Name	Affiliation	Remove
Alex Halvey	UM - MSE	-
Mary Mentee	UM - MSE	-

Add

Under 'Shortcode Owner Approval': upload pdf of e-mail **approval** from 'chair' or 'advisor' of Mentorship Program.

Under 'Attachments': upload pdf or photo of your receipt(s)

Click 'Submit Request'

Your submission will be routed to Shared Services Center (SSC) for creation of expense report, and will email you if any questions arise, and will email you to submit your concur report.

Your reimbursement should be processed in ~3 days and direct deposited to your account. If you are not set up for direct deposit with the university, a check will be mailed to your address on file. If delays in payment, you can email SSC at the case management email sent to you.

For mentorship program questions, contact the chair of the MSE grad mentorship program (for student-student meetups)

For technical questions with this form and submission, please contact Lourdes at email jorgenl@umich.edu or phone 763-6043