UNIVERSITY of VIRGINIA | SCHOOL of MEDICINE

UVa BIMS Student Reimbursement Guidelines

The following guidelines are designed to inform students requesting reimbursements from the University of Virginia School of Medicine Graduate Programs Office of our guidelines and to speed up the process so that the reimbursements can be made in a timely fashion.

Note: Please check with your BIMS contact to ensure the Memo Line contains: Event description/purpose, date(s) of event, number of attendees(students/Admins/Faculty) (names of attendees if fewer than 10 in Attendees field)

1. ***Meal Reimbursements***

   The following BIMS meal reimbursement guideline is offered as guidance to students**.** Please confirm with your BIMS admin the method of processing your reimbursement request.

   a. Guidelines for all meals:

      i. An **ITEMIZED** receipt (ORIGINAL or snapshot) and a signed credit card (or paid) receipt must be provided.

      ii. Please make sure that the name of the restaurant/eatery and the date and time of the purchase is included on the receipt.

      iii. Maximum meal reimbursements:

         - Breakfast– $22/person (before tax and tip-see viii below).
         - Lunch– $24/person (before tax and tip-see viii below).
         - Dinner – $37/person (before tax and tip-see viii below). This includes appetizer, entrée, and dessert.
         - Dinner with a guest speaker - $48/person (before tax and tip-see viii below). This amount includes appetizer/entrée, beverages, and dessert.

      iv. If the meal does not include recruits or a guest speaker, alcohol is not reimbursed.

      v. If the meal includes recruits or a guest speaker, ONE drink/tasting per person is allowable, which is included in the per person limit.

      vi. If a meal is purchased by the University as part of a group event, no additional meal reimbursement can be submitted.

      vii. Meal reimbursements are solely for the students/faculty, and recruits or guest speakers. Spouse's/significant other's meals will not be reimbursed.

      viii. 20% tip maximum on pre-tax food/beverage cost will be reimbursable (reimbursable amount will be processed if within $1 of 20% tip limit) (if within $5 of 20% tip maximum, GPO Finance will adjust reimbursement request form to reflect the 20% tip maximum and process)

      ix. **Please check your receipt before adding a tip as some restaurants automatically add a tip of 18%-20% to the cost of the meal.**

      x. Please include a list of attendees for your meal.

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2. ***Travel Reimbursements***

Itemized receipts are required.

a. Airfare/train and other public transportation – In many instances, your BIMS admin, departmental admin or mentor will purchase your mode of travel to a conference or event. However, if you have procured your travel arrangements, a copy of the itinerary showing ECONOMY or COACH and total cost must be provided. If the flight does not return directly to the point of origin or is multi-city due to personal stopovers, UVa will only reimburse the cost of a round-trip flight back to the point of origin unless the multi-destination/multi-city trip is less expensive – documentation showing the cost of round-trip ticket for the actual days of travel must be provided. Accommodation to/from UVa prior to the event will not be reimbursed by the University. Also, please be aware that travel reimbursements cannot be processed until the completion of the trip. Once you return from the event, it is important that a reimbursement request be submitted within 15 days.

b. For all travel reimbursements, the GPO will reimburse students up to the cost of the most economical travel option (excluding any special circumstances). For instance, if a student chooses to drive, and it would be significantly cheaper to take a flight, the GPO will reimburse up to the cost of the average flight (using Google flights for reference). If a student's travel distance is greater than 200 miles one-way, and the recruit is driving, a travel comparison with the cost of a flight must be submitted alongside the reimbursement request. If a student's travel distance is less than 200 miles one-way, and the recruit is flying, a justification for the travel exception must be included.

c. For all Uber/Lyft/Taxi/Shuttle service reimbursements, original receipts showing the date, pick-up location, and destination must be included with your request. Each trip must have a designated business purpose included on the request.