



December 14, 2017

**Re: Improved Reimbursement Process- GGSE Notes**

**To: All – Academic/Student/Staff Listserv**

Note from Brett Beisecker, Business and Financial Analyst

Improved Reimbursement Process

We have recently made a few changes to help simplify and streamline the reimbursement process.

1. We have updated the Faculty Resource page with resources grouped more clearly.
2. We have updated the required forms for expense reimbursements. There are now three categories of reimbursement with updated forms. A new “Event Expense Worksheet” was created to separate event expenses from miscellaneous expenses. With the new forms, we have eliminated the need to fill out a green sheet because the authorizing signature is on the form itself. The forms can be found on the Faculty Resource page.

Each reimbursement will fall into one of the three categories:

- Travel expenses (foreign/ domestic travel, mileage log)
- Event expenses (business meetings, food)
- Miscellaneous expenses (miscellaneous, membership, payment request)

3. Reimbursement paperwork should now be dropped off in the “Reimbursement” mailbox in the 4th floor mail room. This will expedite processing. Submitted paperwork that is complete with all necessary backup documentation will be given priority processing.

4. Correspondence regarding reimbursement paperwork will now come from a new email address, [reimbursements@education.ucsb.edu](mailto:reimbursements@education.ucsb.edu). Timely response to any questions from this address will help speed up reimbursements.

Please note:

What is requested on the event/travel/miscellaneous worksheet is what will be reimbursed. Please ensure all expenses that you are requesting be reimbursed are on the worksheet.

If you have any questions or concerns about any of the changes, please let Brett know.