

Quick Start

Requesting travel costs reimbursement

WEB SUPPORT WITH KATE



Travel Cost Refunds

- TIPS -

- 1/ Log into the website and go to the Financial Hub
- 2/ Enter your Placement Refund Request information on the *Reimbursement Form*
- 3/ Can take up to 2 weeks for your reimbursement into go into your bank account
- 4/ You can make multiple refund requests for one Placement – Create new form requests anytime
- 5/ Must be accompanied by receipts & only up to \$1,500
- 6/ You can log in anytime and check past refund requests on the “Past Payments” (button)

