



If you have received any of the grants listed below, please follow the reimbursement process provided. *If your award is not listed, please scroll down to find further information.*

- Student Performance, Exhibition, Competition or Presentation (PECP) Grant
 - Student Endeavors Grant
 - Graduate Assistant (GA) Conference Grant
 - Publication Grant
 - Summer Program for Arts & Research (SPAR) (*reimbursement portion only*)
1. Complete the reimbursement form after expenses have been incurred:
 - **Undergraduate Student Form:** “20xx Student Travel Reimbursement Form”
 - [Undergraduate Student Reimbursement Form](#)
 - **Graduate Student Form:** “Employee Reimbursement Voucher form – Effective January 20xx”
 - [Graduate Reimbursement Form](#)
 2. Fill out all applicable sections of the form.
 3. ORGS and/or your department will complete the financial section near the bottom of the form.
 4. Double-check the reimbursement form.
 - Is the narrative section complete?
 - Are all signatures included?
 - Is there a receipt for each expense?
 5. Email the completed form and receipts to ORGS. *If your department is covering some of the expenses, make sure the form is completed and approved by your department before submitting to ORGS.*
 - ORGS Contact: Krista Welke | welke1kl@cmich.edu | Foust 251
 6. ORGS will review and complete the form and forward it for reimbursement within 5-7 business days.
 - After submission, expect to see a reimbursement within 10 business days.

Summer Program for Arts & Research (SPAR) (*stipend portion only*):

- ORGS will initiate the process once awarded; no paperwork is needed from the student.
- Stipends are processed by the Office of Student Account Services and University Billing, typically disbursed in two payments - one at the beginning of June and another in mid-July.

President and Provost Undergraduate Student Award:

- ORGS will initiate the process once awarded; no paperwork is needed from the student.
- Awards are processed by the Office of Financial Aid and Scholarships. Payment dates are determined by the Office of Financial Aid and Scholarships.



Three-Minute Thesis (3MT):

- ORGS will initiate the process once awarded; no paperwork is needed from the student.
- Awards are processed by the Office of Financial Aid and Scholarships.

Three-Minute Thesis (3MT) - Travel Portion for 1st Place Winner Only:

1. Complete the “Employee Reimbursement Voucher form – Effective January 20xx” once expenses have been incurred.
 - [Graduate Reimbursement Form](#)
2. Fill out all applicable sections of the form.
3. ORGS will fill out the financial section near the bottom of the form.
4. Double-check the reimbursement form.
 - Is the narrative section complete?
 - Are all signatures included?
 - Is there a receipt for each expense?
5. Email the completed form and receipts to ORGS.
 - ORGS Contact: Krista Welke | welke1kl@cmich.edu | Foust 251
6. ORGS will review and complete the form and forward it for reimbursement within 5-7 business days.
 - Expect reimbursement within 10 business days after submission.

Outstanding Graduate Project Award:

1. Once awarded, complete the W-9 and direct deposit authorization form included with the award letter.
2. Email the completed forms to ORGS.
 - ORGS Contact: Vacant | name@cmich.edu | Foust 251
3. ORGS will review and complete the necessary paperwork and forward it to payable accounting for payment.
 - Expect the awarded amount to be deposited into your account within 10-15 business days after submission.

If you have any questions about these processes, please contact Krista Welke at welke1kl@cmich.edu or 989-774-2459.