Fletcher Educational Enrichment Fund: Reimbursement Guidelines

Before traveling:

- IRB approval or exemption must be obtained and forwarded to the Fletcher Educational Enrichment Fund Committee.
- Sign and return your **Student Research Funding Agreement** populated with your dates of travel.
- In accordance with Tufts University travel policy, **you must register your travel itinerary** via the Tufts Travel Registry: [go.tufts.edu/travelregistry](http://go.tufts.edu/travelregistry). If your proposal involves travel to a country with a current U.S. State Department Travel Warning, you must complete the [Tufts Travel Review Process](http://go.tufts.edu/travelregistry). Please note that The Review Committee for International Travel Safety requires submission of required information at least 4 weeks prior to departure.

While traveling:

- **Keep your boarding passes!** Either printed boarding passes, or a digital image of an electronic boarding pass, is required for reimbursement.
- Retain bus and train tickets and receipts.
- Obtain itemized lodging receipts.
- Keep taxi receipts to and from the airport for both the city of departure and destination.

Upon return:

1. Write a **one-page report on your research/activities and findings or outcomes** and **provide at least five photos**. These must be included in order to process your reimbursement.

2. Convert all applicable receipts to **US Dollars** by using [www.oanda.com/currency/converter](http://www.oanda.com/currency/converter). Make sure you convert the exchange rate for the **correct date** (date of expense/receipt) and include a screen shot or other documentation of the page showing the conversion rate. **You only need to include expenses up to the value of your funding.**

3. Submit your report, photos, reimbursement materials (receipts, conversion documentation, and boarding passes) to [daniel.birdsall@tufts.edu](mailto:daniel.birdsall@tufts.edu) **within 30 days** of returning.

4. If your research was part of a larger project, such as a capstone, dissertation, or independent research, etc., provide a version of this to the Fletcher Educational Enrichment Fund Committee before graduation.