**Fletcher Educational Enrichment Fund: Reimbursement Guidelines**

**Before traveling:**

- IRB approval or exemption must be obtained and forwarded to the Fletcher Educational Enrichment Fund Committee.
- **Prior to traveling**, sign and return your **Student Research Funding Agreement** populated with your dates of travel.
- Register your travel on the Tufts Travel Registry. In accordance with Tufts University's [International Travel Policy](#), all students on Tufts-related international travel are required to register with the Tufts Travel Registry prior to departure: [go.tufts.edu/travelregistry](http://go.tufts.edu/travelregistry).
- If your proposal involves travel to a destination designated by the U.S. State Department to be high risk, you must complete the Tufts Travel Review Process. For a full list of the destinations currently on that high-risk list, please see which [destinations trigger a travel review](#). Please note that the International Travel Review Committee (ITRC) requires submission of required information **4-6 weeks prior to departure**, with **submission dates as stated on our website**.

**While traveling:**

- **Keep your boarding passes!** Either printed boarding passes, or a digital image of an electronic boarding pass, are required for reimbursement.
- Retain bus and train tickets and receipts, and any other proof of transactions.
- 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 **within 30 days** of returning.