

## REIMBURSEMENTS

### **How do I submit my reimbursement?**

- 1) Reimbursements should be submitted electronically in accordance with the IFAR Staff Instructions for submitting Electronic Reimbursement Requests
- 2) Reimbursements will be submitted for payment to the Fiscal Department for their weekly AP Processing which occurs each Friday. For a reimbursement to be included in a Friday AP processing, the complete, reviewed reimbursement packet with all necessary signatures & reference number must be submitted to [researchadmin@hsl.harvard.edu](mailto:researchadmin@hsl.harvard.edu) by the end of the day on Wednesday. Reimbursements received after the end of the day Wednesday will go into the next week's Friday AP Processing.

### **When do I get my check?**

- 1) The turnaround time for an employee reimbursement is 3-5 weeks from the Friday AP Processing it was submitted to fiscal by [researchadmin@hsl.harvard.edu](mailto:researchadmin@hsl.harvard.edu). While all reimbursements are subject to the 3-5 week turnaround period at any time, turnaround time can be a bit longer during high volume times such as the fiscal year end – which is August through October – or busy staff vacation times such as the summer and the week between Christmas and the New Year.

## EXAMPLES

11						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 <small>Friday calendar month ends on 13/11/09</small>	14
15 <small>get supplies</small>	16	17	18	19	20 <small>Friday no desk figure out how to reimburse Do fast-track?</small>	21
22	23	24	25	26	27 <small>start to return</small>	28
29	30					
2009						

12						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <small>Friday setting off week start back up</small>	5
6	7	8	9	10	11 <small>Friday working</small>	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
2009						

Example 1) Suzie Q submits a completed reimbursement packet with signatures to researchadmin@hsl.harvard.edu on Monday November 2<sup>nd</sup>

- The reimbursement will be submitted to fiscal on Friday November 6<sup>th</sup>
- Suzie Q should receive her check sometime between November 27<sup>th</sup> -December 11<sup>th</sup>

Example 2) Suzie Q submits a fully reviewed reimbursement with refrence number on Tuesday, November 3<sup>rd</sup> at 12 PM

- The reimbursement was reviewed on Wednesday, November 4<sup>th</sup> and found to be missing a signature. researchadmin@hsl.harvard.edu alerts Suzie Q of the missing signature, which will not be able to be acquired until Thursday, November 5<sup>th</sup> due to the staff member's availability.
- The Reimbursement is received completed and signed on Thursday, November 5<sup>th</sup> at noon. The reimbursement will be submitted in the fiscal AP processing on Friday, November 13<sup>th</sup> and Suzie Q can expect her check between December 4<sup>th</sup>-December 18<sup>th</sup>.

Example 3) Suzie Q submits a completed reimbursement on Thursday, November 12<sup>th</sup>

- The reimbursement will be submitted to fiscal on Friday, November 20<sup>th</sup>
- Suzie Q can generally expect the check between December 11<sup>th</sup>-December 25<sup>th</sup>

Or it could possibly exceed this date due to the nature of the holiday season. Suzie could realistically expect the check between January 2<sup>nd</sup> – January 8<sup>th</sup>