REIMBURSEMENTS

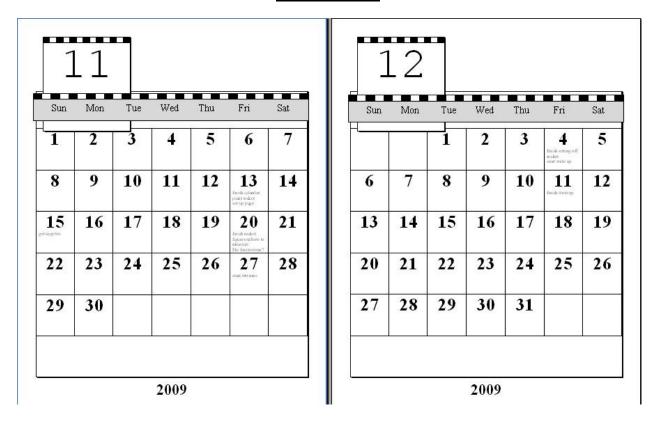
How do I submit my reimbursement?

- 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 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. 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



 $\underline{Example\ 1)}\ Suzie\ Q\ submits\ a\ completed\ reimbursement\ packet\ with\ signatures\ to\ researchadmin@hsl.harvard.edu\ on\ Monday\ November\ 2^{nd}$

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

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

- The reimbursement was reviewed on Wednesday, November 4th 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 5th due to the staff member's availability.
- The Reimbursement is received completed and signed on Thursday, November 5th at noon. The reimbursement will be submitted in the fiscal AP processing on Friday, November 13th and Suzie Q can expect her check between December 4th-December 18th.

Example 3) Suzie Q submits a completed reimbursement on Thursday, November 12th

- The reimbursement will be submitted to fiscal on Friday, November 20th
- Suzie Q can generally expect the check between December 11th-December 25th
 Or it could possibly exceed this date due to the nature of the holiday season. Suzie could realistically expect the check between January 2nd January 8th