



EMORY

GOIZUETA
BUSINESS
SCHOOL

GOIZUETA REIMBURSEMENTS

Requirements & FAQs



Items We Reimburse

Please ensure you submit all the following elements when requesting a reimbursement.

- ☐ Event Registration Fees
- ☐ Hotels
- ☐ Food and non-alcoholic beverages
- ☐ Transportation to and from events:
Cab rides, rideshares, airfare, gas mileage, etc.



Receipt Requirements Checklist

For a receipt to be approved for reimbursement, it must:

- Show the name of the reimbursement recipient.
- Be within the timeframe of the event
- Indicate payment method (last four digits of credit card, bank or credit card statement, etc.)
- Show the total amount paid for the item
- Match purchase dates with the dates of the event

All of these must be included for your reimbursement request to be processed. If anything is missing, this may cause **potential delays**.



Helpful Hints

- ☐ We do **not** reimburse purchases using flight credits, hotel credits, gift cards, and seat/room upgrades
- ☐ If you changed any travel plans after purchase, you must include all previous versions of the receipts
- ☐ If your travel or lodging dates extend beyond the event dates, an explanation must be given for the extension.
- ☐ You may be asked to fill out a SIF Form. This is used by Emory to reimburse your account using Direct Deposit.
- ☐ Proof of Attendance at the event must be submitted with your request
 - An email registration will suffice

*A receipt will **not** be approved for reimbursement if it:*

- Does not show the name of the reimbursement recipient/event attendee.
- Does not show the date/dates of purchase/event.
 - Hotels must show dates of stay
 - Transportation must show dates of travel
 - Ubers, Flights, etc.
 - Food must show dates of purchase
- Does not indicate how the item was paid for.
- Is not an itemized receipt where applicable.
- Does not include the total amount paid on the receipt itself.