

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

OCE – Business and Finance: Student Reimbursements		SOP #: CE.002.02
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19, 11/30/21, 10/21/22	

1. Purpose

The purpose of this procedure is to provide guidelines to the OCE Staff for processing the student reimbursement requests for printing and housing.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Director of Clinical Education

Associate Dean of Clinical Education

Finance Office

RAC Coordinators

4. Definitions/Abbreviations

- A. OCE - The Office of Clinical Education
- B. RAC - Regional Academic Center

5. Procedural Steps

5.1. The Students may receive reimbursement for printing in the RACs for up to \$150 per academic year.

5.1.1. Student will submit a copy of the receipt along with the completed vendor form to the OCE email: clinicaleducation@burrell.edu.

5.1.2. The Director of Clinical Education will verify student's reimbursement credit and will forward the request to the Finance Office for processing.

5.2. The students may receive reimbursement for housing if they are double paying for staying in the spokes of the RACs. The housing in spokes is only reimbursed/provided for core rotations if the city is 60 miles away from the major RAC/city.

5.2.1. If reimbursement is needed, the reimbursement amount for housing needs to be pre-approved by the Office of Clinical Education. A student will work with their RAC Coordinator to get the amount pre-approved*.

5.2.2. Student will submit the receipt/proof of payment along with the completed vendor form to the OCE email: clinicaleducation@burrell.edu.

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5.2.3. The Director of Clinical Education will process the request and submit a completed expense reimbursement form to the Finance Office.

*The spoke must be more than 60 miles away from the RAC to qualify for reimbursement.

6. Reports/Charts/Forms/Attachments/Cross References

[Burrell Expense Report](#)

[Burrell Vendor Form](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by

Director of Clinical Education

12.9.2021

Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
12.9.2021	5	Updated information about traveling to spokes.		12.9.2021
10.21.2022	5	"Hub" changed to "RAC."		10.21.2022