

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

OCE – Business and Finance: Student Reimbursements		SOP #: CE.002.03
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19, 11/30/21, 10/21/22, 6/2/2023	

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. 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 to the OCE email: clinicaleducation@burrell.edu.

5.1.2. The Director of Clinical Education or designee 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 to the OCE email: clinicaleducation@burrell.edu.

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

5.3. If the student does not have a vendor set-up in the system, they will need to complete the vendor form in the student information system.

*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 located in Hub drive](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Approved by	6.2.2023
Director of Clinical Education	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
05.22.2023	5 & 6	Updated link and forms		6.2.2023