



# THAYER SCHOOL OF ENGINEERING AT DARTMOUTH

## Student Reimbursement – Non-travel

Go to <http://www.dartmouth.edu/~fincenter/forms.html>

Click on Payment Request

Select Dartmouth Student

Select Travel/Business Expense

### Fill out the e-Form

📄 All fields with a \* are required

**Payee Name:** Enter *last name, first name*, and select the appropriate mailing location

📄 If you are unable to locate your name in the list of values, then check “New Payee/Address” box below. A box will appear, enter your name and address where you want the check sent.

**Business Purpose:** Enter the reason for the charge. ie: Supplies needed for project

**Payment Type:** Leave as Travel/Business Expense

**Payment Amount:** Amount of Reimbursement

**Chart Strings:** You will need to enter the string for the project that you are purchasing for. The strings for Engs 21 and 89/90 are below; if your reimbursement is not for these projects please email Thayer. Finance@dartmouth.edu to obtain your chart string.

Engs 21 – 32.853.368002.392604.21XX The last two digits are your group number. Ex:2107 for Grp 7

Engs 89/90 – 32.853.368002.393356.10XX The last four digits are your group number. Ex:1007 for Grp 7

**Attachments:** Upload your receipt if required. Receipts are not required for purchases under \$75. If you are getting reimbursed for multiple purchases and your total is over \$75, please list the vendors and the associated amounts in the “Other Instructions/Comments” field or attach a spreadsheet itemizing the costs.

**Approvals:** Specific approvals are needed if you make a single purchase of \$250 or higher for 89/90. Professor Halter or Ray are the designated approvers. To add approver enter last name first and select the correct name and select “Add this Approver” All purchases are reviewed by the Thayer Finance Office.

**Submit:** When you are done filling out the form hit submit. You will get an email indicating the status of the submission.