**Reimbursement Process for PAs**

Follow the steps below to get reimbursed from the PA program for preceptorial-related expenses.

1. *Have you talked to your preceptor about how they want to use the funds?*
   Each class has only $200 to spend for the semester, this means that you and your preceptor must coordinate your plans and share the money.

2. *How much did you spend?*
   If you spent less than $100, you must fill out a petty cash voucher (go to step 3A).
   If you spent more than $100, you must fill out a check request form (go to step 3B).

   **3A.** To receive reimbursement using a petty cash voucher, you must fill out the following fields: “Date” “Requested by”, “Received by”, “Email Address”, “Business Purpose”, “Amount”, and “Employee Signature”. Leave all other fields blank. For specifics on how to fill out the form, see the example provided. Attach a list of students that attended your event and the receipt(s) from the purchase.

   **3B.** To receive reimbursement using a Check Request, you must fill out the following fields: “Payable to”, “Amount”, “Address”, “SS#”, “Requester”, “Date”, and “Business Purpose”. Leave all other fields blank. For specifics on how to fill out the form, see the example provided. Attach a list of students that attended your event and the receipt(s) from the purchase.

4. Turn in the petty cash form or check request, a list of students that attended and receipts to Catherine Cornell, Budget and Special Projects Manager, College of Arts and Sciences, Founders Hall room 114.

5A. Petty cash forms can be picked up from the Founders 114 THREE business days after you’ve dropped it off. Once you pick up the petty cash form, bring it to the Cashier’s Office in Hughes 335. Present the form with your picture ID and you will receive your cash reimbursement.

5B. If you dropped off a Check Request form with Catherine, the check will be mailed to the address you provided on the form within 7-10 days.

Questions? Email Alyssa at preceptorial.assistant@gmail.com