## OCE – Business and Finance: Student Reimbursements

<table>
<thead>
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<th>SOP #: CE.002.00</th>
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<tr>
<td>Effective Date</td>
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<td>Last Revision/Review</td>
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### 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**
- **Hub Coordinators**

### 4. Definitions/Abbreviations

- **A.** OCE - The Office of Clinical Education

### 5. Procedural Steps

5.1. The Students may receive reimbursement for printing in the hubs 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@bcomnm.org.

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 hubs.

5.2.1. The reimbursement for housing needs to be pre-approved by the Office of Clinical Education. A student will work with the Hub 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@bcomnm.org.

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 50 miles away from the Hub to qualify for reimbursement.

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

- **BCOM Expense Report**
- **BCOM Vendor Form**

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

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<tr>
<td>Irina Zhorzhianli, MBA</td>
<td>Date</td>
</tr>
<tr>
<td>Director of Clinical Education</td>
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9. Distribution List

Internal

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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