Honors Student Reimbursement Submission Instructions

For Non-Travel and Travel Reimbursement

1. Download the appropriate Honors Reimbursement Form from the Honors “Documents Page” drop down related to Non-Travel or Travel.
2. Save all receipts related to your purchases. Receipts must be itemized with ALL attendees’ names on back. If more than 10, write the name of the event.
   1. Alcohol cannot be reimbursed.
   2. If you purchased food while on a field trip, you can be reimbursed up to $18/day.
   3. If you purchased food while on an overnight trip, you can be reimbursed up to $27 on travel days and $36 on full days.
   4. If you spent more than your day's limit, just put the amount you can be reimbursed for. (i.e. If you spent $30 on a travel day, just put 27).
3. Fill out form on a desktop computer.
4. You must use a digital, “drawn” or manual signature. No typed fonts.
5. Email the completed form to [honors@ramapo.edu](mailto:honors@ramapo.edu).

If you have any questions about how to fill it out, please email [honors@ramapo.edu](mailto:honors@ramapo.edu) or call Donna Schweizer, Honors Program Coordinator at 201-684-7210.