TIPS FOR A SMOOTH REIMBURSEMENT

• Additional nights of hotel expenses do not qualify for reimbursement.
• Only hotel expenses qualify for reimbursement. Other travel expenses do not qualify.
• Provide an itemized receipt within 60 days of the interview that shows the dates of the stay and includes line items such as lodging, taxes, and fees.
• If you are submitting Expedia or travel site receipts, ensure it shows proof of payment and type of payment used.

After your interview(s), please scan and e-mail receipts to fmrp@umn.edu. Or you may send receipts to:

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