REIMBURSEMENT CHECKLIST

If you were offered funding support from ICERM, complete the following steps to claim your reimbursement. Contact Nina Succi at (401) 863-5023 or travel@icerm.brown.edu with any questions.

The process must be completed, including providing all required supporting documentation, within **30 days** from ICERM departure date to avoid payment being subject to tax.

☐ **Scan or take photos of your receipts**
>   TIP: Keep original receipts until you receive your reimbursement in case a clearer image is requested. Failure to do so may lead to that cost not being reimbursed.

☐ **VISA HOLDERS: Scan or take a photo of your Passport Photo Page, Visa, Entry Stamp, and Form I-94** (i94.cbp.dhs.gov/I94/#/recent-search)

- J1 and F1 Visa holders *not* sponsored by ICERM/Brown, also provide:
    - Copy of DS-2019 for J1; or I-20 for F1
    - Letter from the International Office of your sponsoring institution authorizing reimbursement payment
        - *If you have an EAD card, it can be sent instead of the letter*

☐ **Complete the ICERM Reimbursement Request in Cube:**
https://app.icerm.brown.edu/Cube/reimbursement
>   TIP: Upload receipts and visa documents (if applicable) as one PDF or multiple PDFs/images

 Review the submission confirmation email you receive to determine whether you must link your ORCID iD in Cube to receive funding. (https://app.icerm.brown.edu/Cube/orcid)