**Current Reimbursement Process**

As of July 29th 2018

**Main Contact:** Ashley Bodamer & Fred Boateng

**Email:** ctachereimbursement@gmail.com

1. **Student registers for and pay their dues for ACHE Online**
	1. <https://www.ache.org/apps/StuMem.cfm>
	2. This PDF document has a nice front page about benefits of being a Student Associate: <https://www.ache.org/apps/student.pdf> *(However, students should apply electronically, not using the PDF)*
	3. Registration Fee: $75
	4. Registration is for 1 (one) year
2. **Student completes Reimbursement form - including their receipt from ACHE**
	1. Complete information and a $75 membership receipt from ACHE this document is required for reimbursement: <https://drive.google.com/file/d/0B0VFcd2TIkeKaS10QmJWa3hvWFE/view?usp=sharing>
		1. Campus Leader: If you are unable to access this document via link, email ctachereimbursement@gmail.com
	2. NOTE: the reimbursement will go to students Venmo account then student may transfer into their accounts from Venmo.
3. **Student sends completed Reimbursement form to their Campus Leader**
4. **Student sign up for Venmo, if not already a Venmol account holder.**
5. **Campus Leader submits *all* reimbursement forms in ONE email to:**
	1. ctachereimbursement@gmail.com AND
	2. By due dates listed below
6. **HEN confirms receipt by replying to email (cc: HEN Co-Chair, Fred Boateng )**
7. **HEN submits reimbursements to CTAHE Financial Team by Friday of the same week**
8. **CTAHE Finance verifies reimbursements, requests and receives confirmation, e-pay students**

**Submission Schedule**

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| --- | --- |
| **Student Leaders send ONE email by COB\*\*** | **HEN Sends to Greenwich** |
| October 1November 1December 1January 1February 1March 1April 1May 1 June1 ( this will be the last day any documentation from AY 18-19 is acceptable) | November 15November 15December 15January 15February 15March 15April 15May 15June 15 |

\*\*COB = Close of Business, 5:00 PM

**Congress Reimbursement**

Application due February 1st

Submit receipts for reimbursement

Proof of attendance should be will held at congress CT event in Chicago. Attendance mandatory.