

Follow these instructions to request credit card reimbursements for research purchases

Do I really need to submit my credit card statement for reimbursements of research purchases? The answer is yes!

Three key elements are needed to have your credit card purchases reimbursed:

The credit card statement clearly showing the name of the card holder and the last four digits of the card

The corresponding line transactions being reimbursed

Original receipts showing itemized purchases to rule out alcohol, which is non-reimbursable

Please note: The card number on the original receipts must match the credit card statement.

For more information, check out this [short video](#) on the subject. For additional research resources, check out the [other tutorial videos](#).

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