

Tips and tricks for submitting digital reimbursement through Research Finance

Research Finance has recently implemented a [digital reimbursement process](#). They understand that familiarizing yourself with a new process can be challenging so they've provided some helpful tips below.

1. Embed your documents with Adobe – if you have a Unity Health issued laptop but you don't have Adobe Acrobat, please contact Shop IT to request the software.
2. Please remember to use an [appropriate signature](#).
3. If you have multiple invoices from the same vendor, you can submit multiple invoices in the same lead sheet. There are five lines on the lead sheet to submit five invoices in one email on one lead sheet. This will help minimize the number of emails you need to submit to Research Finance.
4. Please note that physical submissions will no longer be accepted at this time. It is expected that any Research and Trust reimbursements or invoice will be submitted through this new digital process.

For more information on our new digital process, please watch this short [video](#).

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