HESA Reimbursement Procedure

Note
Expenses must be approved by the HESA Executive Board to be reimbursed. Prior approval of expenditures and adherence to guidelines set forth elsewhere on the HESA site are generally necessary for reimbursement. Incidental meals and transportation are generally not covered under current policy. The Executive Board, subject to the authority and policy of the Extension School, Faculty of Arts and Sciences, and the University, has primary discretion over reimbursement matters.

Procedure
Access the Universal Expense Form found on the HESA / Governance web page.

Attach all receipts for expenses incurred. Organize receipts by event for which they were incurred.

Fill out the following information: Employee Type or Affiliation

Payment Type
Reimbursement Method
Date of Expense Report
Harvard ID#
Reimbursee or Cardholder Name
Social Security / Tax IS Citizen / Resident Information
Business Purpose – Describe event for which expenses were incurred
Summary of Expenses – Detailed expenses for the event described above. Sign and Date Permanent Address and Mailing Address (if different)

The Treasurer will assign Departmental Accounting Codes

Either submit the expenses to the Treasurer via the HESA mailbox at 51 Brattle Street, 5th floor or mail to:

Follow up with an email to finance@hesa.dce.harvard.edu. Once the expense form is reviewed, any questions answered and Departmental Accounting Codes assigned the form will be submitted to Dean of Students. The Dean of Students Office will approve and submit to Accounting.