Honors Reimbursement Submission Instructions

If you have expenses related to supplies for an Honors event or costs from an Honors-related trip, please follow the steps below in order to be reimbursed.

1. Save all receipts related to your purchase. All receipts must be itemized. Alcohol cannot be reimbursed.
   1. If you purchased food while on a field trip, you can be reimbursed up to $18/day.
   2. If you purchased food while on an overnight trip, you can be reimbursed up to $27 on travel days and $36 on full days.
2. Download the Honors Reimbursement Form from the Honors Documents Page here: <https://www.ramapo.edu/honors/studentres/documents/>
3. Fill out the yellow boxes within the reimbursement form on a desktop computer. If you spent more than your day's limit, just put the amount you can be reimbursed for. (i.e. if you spent $30 on a travel day, just put 27.)
4. Email the completed form to [honors@ramapo.edu](mailto:honors@ramapo.edu)
5. Write your name on your receipt and put it in the black mailbox in the Honors Lounge.

If you have any questions about how to fill it out, please email honors@ramapo.edu.