Service Learning Mini Grant: Frequently Asked Questions

How does the reimbursement process work?
1. Identify one person who will be able to make all of the purchases on one credit card. This will ease the administrative burden when you turn in receipts for reimbursement.
2. Obtain PRIOR approval for all purchases from the Director of Community Health and Service Learning—before you buy anything provide a budget with what you want to purchase with the grant’s money to kjones1@bsd.uchicago.edu.
3. Save all of the original receipts.
4. Provide a copy of your credit card statement with the purchase made on it. You can conceal all of your other personal information other than the purchase indicated on your statement as well as the last four digits of your credit card.
5. If you pay cash, all you need is the original receipt.
6. On each receipt, please provide a brief reason for each purchase.
7. Please provide an address where you want to receive a check.

When should I submit my receipts?
There is a University of Chicago system that must be used to process all of the expenses. It is best if receipts are submitted once the budget has been expended completely. If this is not possible, please speak with Cathryn Smeyers to determine a timeline for submission.

How long does it take?
It takes about 4 weeks for a check to be mailed through the University of Chicago system.

Who should I submit my receipts to?
Please submit all of your receipts to Cathryn Smeyers in the Department of Family Medicine Suite M-156. Please email her before you stop by and/or if you drop something off in her box at csmeyers@familymedicine.bsd.uchicago.edu

What if I purchase something without prior approval?
If your purchase does not meet the guidelines for the University of Chicago and the Service Learning Grant, there is a possibility that you will not get reimbursed. That’s why it is very important to obtain approval before you buy anything.

If you have any additional questions, please contact Dr. Kohar Jones at kjones1@bsd.uchicago.edu or 773-834-3185.