**How To use a General Reimbursement**

This is a LAST RESORT avenue for getting reimbursement. Please see the P-Card Form first.

- **Student Fronts the Cash**
  - This is for an event that has already been approved on the MSG Budget
  - It is possible that a general reimbursement may not be accepted for reimbursement and MSG is not responsible for the student’s debt. It may take AT LEAST 2 MONTHS to be completely processed, so the student should be willing to acquire this debt for the time being.

- **Complete the General Reimbursement Request form**
  - Print out the filled out form found at [http://tmedweb.tulane.edu/portal/files/open-access/msg/gen-reim-form-12.pdf](http://tmedweb.tulane.edu/portal/files/open-access/msg/gen-reim-form-12.pdf)
  - Staple all receipts to the form and list of attendees to the event.
  - Put this packet in the MSG Dropbox located in the Hutch student lounge in 1430 Tulane Ave or underneath the MSG Office door on the 6th floor Murphy Student Lounge.

- **What happens while you wait—This process can take at least 2 months**
  - The MSG Treasurer looks over the documentation to confirm that the expense was approved and all appropriate documentation is included. The treasurer submits the request to the Office of Student Affairs.
  - After approval it is sent to the accounting section of the University on the Uptown campus where it is processed and a check is printed.
  - The check is then delivered back to the medical school campus where it is delivered to the Office of Student Affairs.
  - The Student is emailed about the check and they should pick it up on the 15th floor of the Murphy Building or it is mailed to the student directly.