

Capstone Reimbursement Policy

The Capstone is required of all master's students. In many cases, students work with a precepting organization, either within or outside the Jefferson community. In those cases, expenses for the Capstone are expected to be borne by the precepting organization. Occasionally, it will be an independent Capstone that is developed and conducted by the student. In that situation, incurred expenses may be eligible for reimbursement by the Jefferson College of Population Health (JCPH).

Eligible expenses may include, but are not limited to, incentives to potential participants, printing and mailing study materials, development of materials for the Capstone, and travel expenses.

To be eligible for reimbursement:

1. All reimbursable expenses should be a vital part of the approved Capstone.
2. The student must submit the *Capstone Reimbursement Approval Request* to their Program Director which details the items for reimbursement, the rationale for their use, and the expected cost of the items.
3. Approvals must be obtained before the start of the Capstone.
4. Maximum reimbursement is \$100.
5. Reimbursement requires the approved application and receipts submitted to the Director, Office of Academic Affairs.



Capstone Reimbursement Approval Request

Requests for reimbursement must be submitted and approved prior to purchase. Receipts are required for reimbursement.

Date: _____

Name: _____ Campus Key: _____

Capstone Title: _____

Reason for request:

Funds Requested:

Item	Cost
	Total:

Signatures

Student: _____ Date: _____

Program Director: _____ Date: _____

Director, Academic Affairs: _____ Date: _____