



## 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. Prior to spending, students acquire approval from Program Director before start of Capstone.
3. Maximum reimbursement is \$100.
4. Reimbursement requires the approved request, receipts, and W-9 submitted to the Office of Academic Affairs.



## Capstone Reimbursement Request

Requests for reimbursement must be approved by Program Director prior to purchase. Receipts and W-9 are required for reimbursement.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Campus Key: \_\_\_\_\_

Capstone Title: \_\_\_\_\_

**Reason for request:**

**Funds Requested:**

| Item | Cost          |
|------|---------------|
|      |               |
|      |               |
|      |               |
|      |               |
|      | <b>Total:</b> |

**Signatures**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Director, Academic Operations: \_\_\_\_\_ Date: \_\_\_\_\_