Dissertation Expense Reimbursement Policy

The Policy applies only to College of Population Health **PhD students.**

The Dissertation is a requirement of the program, and the student may incur expenses associated with it. In cases where the research is associated with another non-JCPH organization (either within or outside the Jefferson community), that organization should cover project-related expenses associated with elements of the project that are specific to their organization. In the case when the Dissertation Project is conducted independent of any outside organization, incurred expenses may be eligible for reimbursement from the Jefferson College of Population Health.

Eligible expenses may include, but are not limited to: incentives to potential participants/remuneration for participation, development of materials, printing and mailing study materials, and travel expenses.

To be eligible for reimbursement:

1. All reimbursable expenses should be a vital part of the approved Dissertation Project, and be included in the budget of the approved Dissertation Proposal.

2. The student must submit the *Dissertation Reimbursement Approval Request* to the Program Director (signed by student and Dissertation Committee Chair) which itemizes the items for reimbursement, the rationale for their use and the expected cost of the items BEFORE any expenses are incurred.

3. **Approvals must be obtained before the start of the Dissertation.**

4. Maximum reimbursement is $1000.

5. Reimbursement requires the approved application and receipts submitted to the Program Director.

Dissertation Reimbursement Approval Request

Requests for reimbursement must be submitted and approved prior to purchase. Attach a copy of the Dissertation Proposal Approval & receipts for all items for which reimbursement is requested.

Date:_____

Name:_____Campus Key:_____

Dissertation Title: _____

_____

Committee Chair: _____

Dissertation Proposal Approval Date: _____

Reimbursements Requested:

Item	Cost	
		Total:

Signatures

Student:_____Date: _____

Dissertation Committee Chair:_____Date: _____

Program Director:_____Date: _____