



# SREB-State Doctoral Scholar Program

## Academic Support Reimbursement Guidelines

*Not all scholars receive an academic support allocation as part of their fellowship award. Unlike professional development support available to all fellows, academic support is only available with the 1-year dissertation fellowship award, it is not available with the 3 to 5-year doctoral fellowship award. Refer to your individual award letter to determine if this benefit is included in your funding.*

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- In order to receive academic support, 1-year dissertation award fellows must submit an itemized **Academic Support Reimbursement Request** with **original receipts**, dated during the current academic year (August 1 through July 31), must be received by the SREB- State Doctoral Scholars Program office by the 15<sup>th</sup> of the month to process reimbursement by the 28<sup>th</sup> of the month.
- For single items over \$100.00, we suggest that you contact us for pre-approval. You should provide the price and detailed information about the specific item. We reserve the right to review and approve submitted items.
- Academic support funds become available for 1-year dissertation fellows on August 1. 1-year dissertation award fellows may submit academic support reimbursement requests at any time during the academic year, and for as many times as necessary, until the maximum limit is reached.
- Unused funds do not carry over into the next academic year. 1-year dissertation award fellows must use their annual allocation during the current academic year.
- Items authorized for academic support reimbursement include\*:

Books and general supplies needed for academic coursework:

Textbooks, binders, copies, paper, etc.

Computers, printers, software and supplies:

laptop, desktop, printer, software etc.

Medical insurance:

Funds may be used for medical insurance coverage premiums during the academic year.

\*Scholars must contact the SREB-State Doctoral Scholars Program office at (404) 879-5565 to obtain pre-authorization for reimbursement of any item not authorized above.

- Examples of non-reimbursable items include, but are not limited to:
  - Magazine or newspaper subscriptions
  - Designer accessories
  - Graduation fees, robes, regalia
  - Electronic equipment (e.g., I pads, tablets, cameras, telephones, etc.)
  - Eyeglasses
  - Association or membership dues
  - Parking fees, fines, meal tickets, clothing
  - Tuition
  - Travel costs, workshops or conferences