

Reimbursement Request Form

Check Request Form

The Fund for Education Abroad (FEA) will pay your institution or study abroad program directly, when possible. Use this form to request direct payments for study abroad expenses, including:

- **Tuition**
- **School fees**
- **Study abroad program fees**
- **Exchange provider fees**

Some additional study abroad-related expenses may be reimbursed by FEA. Use this form to request reimbursement for study abroad-related expenses, including:

- **Airfare**
- **Meal plan**
- **Books**
- **School supplies**
- **Local fees payable to your host institution**
- **Local transit passes**
- **Other study-related expenses such as additional language classes or extra-curricular course fees**

This form must be submitted with copies of invoices/receipts, either by scanning, forwarding a copy of the invoice e-mail, or taking a screen shot of the invoice. Use a [currency converter](#) to determine final amounts in USD.

FEA reserves the right to deny payment for non- approved expenses or expenses without adequate documentation.

Fund for Education Abroad Check Request Form

Request payment to school/program Request reimbursement to Scholar

Scholar's Name: _____

Date requested: _____ **PAYMENT DUE DATE:** _____

Make Payable to: _____

Mailing address for check (school or program address for direct payments, home address for scholar reimbursement):

Special Instructions (anything in the memo line?):

Provide total costs in the table below, reflected on your bills or receipts. Then, in the spaces below the table, please provide the actual pay / reimbursement amount based on your scholarship award.

Receipt/Invoice number (if available)	Description of expense	Amount in foreign currency (if applicable)	Amount in US dollars
Total			

Actual amount to be paid to institution or program: _____

Actual amount to be reimbursed to scholar: _____

If you need a wire, please email mfoley@fundforeducationabroad.org to coordinate.