

Policy on Reimbursable Expenses for Doctor's Bills, Prescriptions, and Other Medical Services

High Point University expense policy does not allow for the reimbursement of medical services for Global Experience and Maymester study abroad faculty unless there is a business purpose. In order to support faculty traveling to locations where specific immunizations, vaccinations, and prescriptions are recommended, faculty can submit a request for reimbursement approval to the Office of Global Education (OGE).

All requested immunizations, vaccinations, and prescriptions must be recommended by the Centers for Disease Control and Prevention (<https://wwwnc.cdc.gov/travel>) and approved by the Assistant Vice President of Global Education prior to purchase or administration. The OGE will investigate whether the vaccine/medication is warranted based on the specific type of activities and locations involved for the study abroad program in question.

Request for Reimbursement Approval *(to be completed by faculty member)*

Name: _____ Program: _____

Locations Visited with Dates:

(be as specific as possible)

Medical Services Requested:

Approvals

The request for medical services as listed above is:

Approved

Not Approved

Signatures

Assistant Vice President for Global Education _____ Date: _____

Vice President of Student Engagement & Success _____ Date: _____