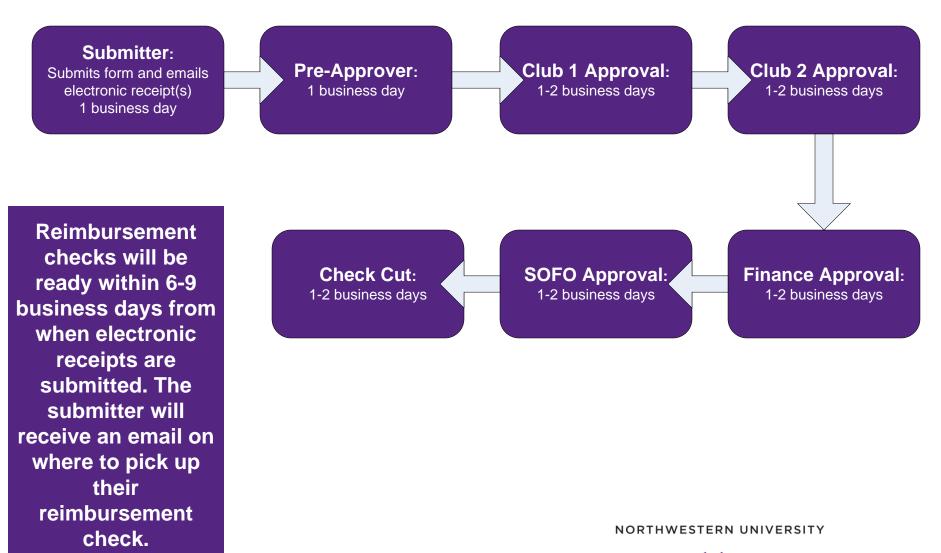# OnBase Student Reimbursement Process

*Expected Turnaround Time*

**Submitter**:
Submits form and emails
electronic receipt(s)
1 business day

→

**Pre-Approver**:
1 business day

→

**Club 1 Approval**:
1-2 business days

→

**Club 2 Approval**:
1-2 business days

↓

**Finance Approval**:
1-2 business days

←

**SOFO Approval**:
1-2 business days

←

**Check Cut**:
1-2 business days

**Reimbursement checks will be ready within 6-9 business days from when electronic receipts are submitted. The submitter will receive an email on where to pick up their reimbursement check.**

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