



How to Get a Reimbursement

1. Submit a Purchase Request for any reimbursements on the Nest (nest.cua.edu)
 - If you do not have access, you can have your organization's treasurer or another officer create a Purchase Request
2. Bring all original receipts to OCA in order to be reimbursed
3. On the Purchase Request, choose either to have the check mailed to you or held at Accounts Payable for pick up
 - If you decide to have it mail to you, your check will be mailed to the address you provided in the Purchase Request
 - If you decide to have it held at Accounts Payable, you should receive an email when your check is ready for pick up
4. Attach a list of attendees at the event, if you are asking to be reimbursed for an event expense (ex. Potbelly catering, food purchase from grocery store, etc).
5. "Approved" means that the Purchase Request has been reviewed and is in progress. If it does not change to "Completed" in over 2 weeks, contact our office at cua-activities@cua.edu
6. "Your Purchase Request has been completed and submitted to Accounts Payable. Please allow at least for 7-10 business days for a check to be created." This statement will appear as a comment on the Purchase Request once it is completed in the Nest.
7. If you have not received your check and it has been more than 2 weeks since your Purchase Request was listed as "Completed" on the Nest, email cua-activities@cua.edu to check the status of your reimbursement.
8. If you have any questions, email cua-activities@cua.edu

****Note: Purchases of Gift Cards or Alcohol cannot be reimbursed under any circumstances.****

