International Graduate Assistant SEVIS / VISA & DACA Reimbursement Process Graduate Assistant Department Service Center HR BC Accounting **Graduate Assistants** International Graduate Is the request below Did the GA have an hiring department **Assistant Requests** the \$495/500 official offer letter at sends SEVIS / VISA or DACA applicable limit and the time expense was reimbursement include a copy of fee or associated incurred? request to Service cumulative expenses the receipt(s)? Center HR. for reimbursement for GA or eligible dependent. YES YES *Must include with the request a copy of the receipt as proof of payment. Does the GA have an BC Accounting creates Payment Request form active appointment at the time of request? to reimburse GA. YES **Budget authority** approval is acquired and Is this the first request approved for this GA? invoice is entered into Banner. YES YES SCHR approves request Invoice is approved and and sends request to BC payment made to Finance & Accounting to Graduate Assistant. process reimbursement.