



SUBSCRIPTIONS

Subscriptions can only be processed as reimbursement

- Make sure you keep the receipt that shows the following:
 - Vendor Information
 - Date of Purchase
 - Details of item purchased
 - Total amount paid
 - Proof of payment such as card holder name and last four of card number used
- If your receipt does not show the above, additional documentation will be requested

If your subscription is billed weekly or monthly, then only receipts that are provided during the semester your funding was approved will be able to be reimbursed.

If your subscription is billed yearly, then your receipt can be processed as long as the date of purchase is during the semester your funding was approved.

[Review the guidelines for reimbursement on the Spending Guidelines webpage](#)