

Financial Policies for Brazil Scientific Mobility Program

E) Reimbursements

- 1) Do not make **any** payments without approval from an IIE employee. If you make payments without approval from IIE, **you will not be reimbursed**.
 - a. This includes housing deposits, application fees, course fees, etc.
- 2) Before you make any payments, please contact IIE first. Reimbursements are **ONLY allowed for expenses approved by an IIE employee**. You will be asked to complete a Reimbursement Form.