

Intern Reimbursements

In order to received any reimbursement you need to fill out the highlighted sections of the Payee Setup form and submit to Cal Teach. Please keep your address current since this is where your reimbursements will be sent. For a change of address simply email calteach@ucsc.edu your new address.

Instructions for Reimbursements

Fingerprinting	Submit original receipt and copy of the Live Scan Service Request form to the Cal Teach office. See fingerprinting instructions for details.
TB Test	You should not need a reimbursement if you follow the TB procedures, however in special cases you may be reimbursed up to the current amount charged by the UCSC Health Center. For further TB tests (x-rays), contact Cal Teach in advance.
CBEST Exam	Submit Registration Ticket and Scores. (Be sure they include your name and date of exam. Also be sure the Registration Ticket shows the total amount paid.)
CSET Exam	Submit Registration Ticket and Scores. (Be sure they include your name and date of exam. Also be sure the Registration Ticket shows the total amount paid.)
Travel Expenses	Submit the Travel log and the Post Travel Expenses Form (Be sure the Travel Expenses Form is signed and dated.)

* Note: Submitting original receipts will speed up the reimbursement process. An online purchase receipt is considered an original receipt and may be emailed to Cal Teach. Scanned files of original paper receipts may be emailed, but may not be accepted and will slow the reimbursement process.