



KIIS Summer Faculty Flight Reimbursement Instruction Sheet

KIIS Summer Faculty have the option of flying round-trip with the group (known as **Option 2**) or flying to and from the program site independently (known as **Option 1**). Note: faculty do not have to decide on flight preference at the time of application; KIIS will ask faculty for their flight preference in January/February prior to the start of summer programs.

If you elect to fly both ways on the group flight (Option 2), KIIS will purchase your airfare for you.

If you elect to fly independently (defined as anything but both ways on the group flight), you will need to purchase your own airfare. KIIS will then reimburse you for the cost of your airline ticket up to the amount of the group flight. The flight reimbursement requests will be accepted and processed between **March 15th and August 31st**.

❖ Please be sure to consult with your program director prior to making any flight decision.

To file for a reimbursement, please submit the following items to your **MYKIIS account** under “MY application and supporting documents”.

- 1) Your airline e-receipt, please including your name, price and trip itinerary on the e-receipt.
- 2) A copy of your credit card/bank statement as a proof of payment. (E-statements are fine).
- 3) Fill out a flight reimbursement request sheet: claim amount, and the address where you would like your check mailed.

You will receive your reimbursement check approximately three weeks after you submit the above items to Qing and please do not hesitate to follow up if you wait longer than three weeks.

Note: Direct deposit option is available for flight reimbursement requests submitted between April 15th and August 31st. Please indicate this option on the flight reimbursement request sheet.

Questions: Contact KIIS Accountant Qing She at 270-745-2148 or qing.she@wku.edu