

Tips on Submitting a Student Reimbursement Form

- Receipts must show proof of PAYMENT, not just total cost.
- Remember to attach approval e-mail for SGA funding and design approvals.

If your receipt doesn't show proof of payment, please also submit:



- Proof of the transaction on bank/credit card statement (*show last four digits of account number*)
- Your name associated with the bank account/credit card (*your name & last four digits of account number*)

Standard Receipt



Receipt **MUST** be itemized!
Alcohol is not reimbursable.

We will not accept:

- A photo of the receipt
- A copy of receipt - must be the original
- Invoices (as proof of payment)

If the vendor doesn't give you a receipt, ask them to create one for you!

Venmo

Not recommended! Difficult to prove who paid/received funds and may jeopardize your reimbursement.



Conferences

Travel itineraries may show total cost, but not proof of payment. We need to see payment!

Payment information		
Total cost		
Air -		
Base Fare	\$	476.28
U.S. Transportation Tax	\$	35.72
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	16.80
U.S. Passenger Facility Chg	\$	18.00
Total	\$	558.00
Payment		
Mastercard ending in 1234		
Date: February 23, 2019		
Payment Amount: \$558.00		

Membership Dues

Write the club's national organization information under "**Payee Information**" on the reimbursement form and we will work to transfer the funds!



Remember to also provide us with a club roster!

