

INDIVIDUAL Reimbursement Form
Reimbursement form for student organizations
funded by the Student Organization Council (SOC)

ATTACH ANY ADDITIONAL APPLICABLE INFORMATION

Student Organization Name: _____

Adviser's Name: _____

Date Submitted: _____ SOC Bill# _____

Name of Program or Activity to be Reimbursed: _____

PARTY TO BE PAID

Name: _____

Address: _____

_____ Phone Number: _____

Social Security/Tax ID Number(s): _____

ITEMIZATION OF EXPENSES:

| VENDOR | PRODUCT DESCRIPTION | TOTAL |
|--------|---------------------|-------|
| | | |
| | | |
| | | |
| | | |

Total \$ _____

Student Organization Representative

SOC Approval

REIMBURSEMENT INSTRUCTIONS

Student organizations that have been allocated funds by the SOC must follow certain procedures in order to receive reimbursement. In special circumstances, student organizations may obtain the funds in advance. SOC must approve the use of funds and program PRIOR to any reimbursement request.

- 1) Keep all of the original receipts from the program. You must have an official receipt or invoice to be considered for reimbursements on vendor letterhead. Hand written receipts on plain paper or receipt books are not considered official receipts. You must also include a vendor tax ID number on the receipt. *These are University Business Office requirements.*
- 2) Fill out the Individual Reimbursement Form.
- 3) Turn in the ORIGINAL receipts and the Individual Reimbursement Form to the Office of Student Life & Leadership (UC 211) no later than 5 days after the event or program has occurred.

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>NOTE: Receipts over 5 days old cannot be processed. Also, all funds allocated to student organizations must be spent before the end of the academic semester in which they were allocated.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 4) Please allow 3 weeks for processing after paperwork is submitted to the Office of Student Life & Leadership. If you have any questions about the progress of a reimbursement, please contact the secretary in the Office of Student Life & Leadership at 221-7431.