

Student Group Reimbursement Authorization

Requestor: (Name and Phone#) _____

Requestor: (email) _____@uoregon.edu

Student Group Name: _____

****For student reimbursement, we need 95#, actual mailing address and if they are a non-resident alien****

Payee information:

(Name and Address)

Event (if applicable): _____

Location (if applicable): _____

Dates (if applicable): _____

Business Purpose:

Funding Source (INDEX #): _____

Expenses:

[illegible]

By signing this request, I hereby certify that the information/estimate on the above request/reimbursement is true and correct to the best of my knowledge. The expenses will be or was incurred to benefit an authorized program of the University of Oregon and are not subject to payment by any other funding source, unless otherwise indicated herein. I agree to return to SOJC, for credit to the fund charged, any payment of these expenses that may be made by any other funding source.

Requestor

Date

Faculty Advisor

Date



INSTRUCTIONS

Payee info: This is the name and address of the person or organization that we will be paying. We need the contact information so that we can complete the transaction with that person or vendor. If payee is a student, we need their 95#.

Event: If the transaction was for an event, (workshop, competition, conference, meeting, etc...) put the name of the event here.

Location: If the transaction was for an event, (workshop, competition, conference, meeting, etc...) document where the event was held. Address, Building, and room number.

Dates: If the transaction was for an event, (workshop, competition, conference, meeting, etc...) what date was the event?

Funding Source: What account will this expense be paid out of.

Expense box: As you are outlining your expenses, please include what dates the expense happened on, the description of the expense, and the amount. The amount should be totaled up.

THINGS TO BE AWARE OF

1) **Business Purpose:** Business purpose is required for anything paid directly or reimbursed from UO funds, no exceptions. The business purpose must be clearly identified and precise.

Who, What, Why, When and how the expense benefits the school needs to be answered.

2) **Receipts:** Original receipts are required for all expenses that you incur. These receipts must be itemized and there must be a proof of payment.

3) **Travel:** Travel related transactions have to conform to the policies and procedures set forth by the university. Information on travel can be found on the business affairs website. <https://ba.uoregon.edu/content/travel-reimbursement>

4) Any direct bill (UO bookstore, etc.) paperwork (invoices, receipts, packing slips, confirmations) you receive must be forwarded to the business office. Vendors often don't give us a separate copy.

5) Do not sign anything on behalf of the UO. This includes agreements; estimates, orders or any other paperwork a vendor gives you.

Please feel free to contact me with any questions!

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