Serve UGA

Reimbursement Process



1.Fill out all necessary forms

Remember: Reimbursement form and Non-Employee Payment form are *always* required-Food Justification is needed for consumable purchases.

You can use these fillable PDFs or the physical copies available outside Katie Rappold's office (where you will turn them in)

2. Tape receipt to a blank sheet of copy paper

Do not tape over any words that help identify the products purchased, cost, or entity where they were purchased

3.If completing a food justification form, remember to include proof of event

4.PAPERCLIP all forms, proof of event, and receipt paper to each other and turn in in the indicated folder outside Katie's office (Tate 201J)

As always, email me if you have questions prior to submitting your paperwork.



Student Organization Reimbursement Form

For Vendor Link, email

Katie Rappold

UNIVERSITY OF GEORGIA

Check List for Reimbursements. Please complete all steps.

Itemized receipt that shows payment has been made with vendor's name and address on receipt,

Receipt must be turned in within seven (7) days of purchase. krappold@uga.edu Receipt must be an original receipt with a translation of all non-English words. Complete a "Food Justification Form" if food items were purchased. A copy of an advertisement, email listserv announcement, or social media post that advertised the program must be attached. The reimbursement information below is filled out. Section 1: Submitter's information Student Organization: _____ Your Name: _____ Today's date: _____ Your contact number: _____ Section 2: Event/Program Details Event/Program title: Location of event/program: Date of event/program: _____ # of attendees: _____ # of receipts turned in with this sheet: _____ Total amount (\$) of all receipts: Amount spent on food items: Amount Spent on non-food items: **Section 3: Reimbursement Details** Who is being reimbursed? (full name as it appears in the UGA vendor system) Phone Number: _____ Email Address: _____ Mailing address used in UGA vendor system:

Section 4: ELS Staff Use Only

Received by:	Date received:	# of receipts:

Needs to be processed by:

Notes:

Non-Employee Payment Form

1. Payee Name:			
2. Payee Address:			
3. University assigned Vendor Number (VN):			
4. Is Payee a US Citizen or Permanent Resident Yes No.	o If no,		
5. Is the individual going to receive a fee for services associated with th	nis visit?	Yes No	
6. Is this individual currently enrolled as a student at UGA?	No		
7. Has the individual been employed by UGA within the last 24 months? 8. Business Purpose:		No	
Payment Categories (please select all that apply)			
— Payment for services rendered (limited to \$2499.99 or less for physical services with	th	\$	
Date(s) services performed			
Describe type of service performed			
Reimbursement of valid University expenses incurred			
Date(s) travel occurred			
miles at /mile (click here for)	\$	
days of full per diem per diem rate (click fo	or) \$	
First day of travel per diem rate		\$	
Last day of travel per diem rate		\$	
Other expenses (receipts required)		\$	
Fellowship or Training Grant Stipend		\$	
	Grand Total	\$	
O'markens of Bassas			
Signature of Payee (not required if invoice attached)		Date	
Fellowship or Training Grant Stipend disbursements are requested in acceptance payments are potentially taxable; ultimately the taxability depends services outlined above were purchased in accordance with provisions of Policies and Procedures. Additionally, for any reimbursement of travel expenses are paid in accordance with the University's non-employee traverses.	ls on individua f the University penses for noi	al taxpayer circumstand y's Finance and Admir n-employees, I certify	ces. Other nistration
SignatureFor ELS Staff		Date	
Approved for Payment			



Dean of Students Business Office Food Purchase Justification Form

Name of Event:	Event Date:
Location of the Event:	
Organization Name:	Time of Event:
	ct Hospitality Annual Member Recognition iness Meeting (Agency/Custodial Accounts only) Conference & Workshop Legion Pool
Participants: Students Volunteers	Employees Non-Employees
Funding Source: Student Activity Fees	Agency/Custodial Funds
Number of Participants who Attended:	Total Food Cost: \$
Total Number of Purchases for Event:**The number of purchases must include all purchase purchases made by Payment Requests and Petty Comparison to the allowable per description of the Diem does not apply to student organizations we Allowable Per Diem Limits (cost per person): \$6.00 to the student organization of the person of the pe	ses of food items for this event. This includes cash. iem? ith Agency/Custodial Accounts.
Method of Payment: Payment Request	Petty Cash GL Journal
Briefly State Purpose of Having Food at t	this Event:
Signature of Employee/Officer Responsi	For ELS Staff ble for Account:
For Student Activity For Funda; Employees outhorizing reimbure	amont of nurshance with institutional funds should ansure that

For Student Activity Fee Funds: Employees authorizing reimbursement of purchases with institutional funds should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.

<u>For Agency/Custodial Funds:</u> Student officers within the organization manage the use of these funds and are responsible for the Agency/Custodial Account. Employees only determine if the purchase is allowable in accordance with spending policies.

Additional Instructions:

- Complete this form for each different event and submit along with all other required documentation to the Dean of Students Business Office or email to DOSBO@uga.edu
- If you are paying by Payment Request, you must attach this form and all other supporting documents to it. If you have multiple methods of payment you may photo copy this form and attach to each check request or other method of payment.
- Determine the cost per person by taking the number of participants who attended divided into the total cost of the food for this event. You may be asked to provide a list of participants for some events.
- Additional Required Documents may include a) a flyer, agenda or email for the event; b) list of
 participants and their relationships to UGA if food is purchased at a restaurant or on a per person
 basis; c) approval from the Vice President for Student Affairs; d) copy of the performer's contract
 page if food is a requirement for the performance.