

## INSTRUCTIONS FOR REIMBURSEMENT A.S. Funding Board

***Important:*** Paperwork must be turned in within 2 ***weeks*** after your event!  
(Otherwise we may assume that you do not need the grant.)

### 1) Reimbursement Expense Report.

After your event is over, complete the " **Campus Event Funding Reimbursement Expense Report**" on the reverse. Turn in your completed Expense Report and Evaluation Form with all **original** receipts, invoice, and service agreements to the **Clubs Office** if you received funding from the Clubs & Activities Small Grant. If you received a Cultural Programming Grant have your paperwork reviewed by the MultiCultural Center before submitting to the Club's Office. Keep copies of receipts for your own records.

### 2) Reimbursement

Upon receipt of your Reimbursement Expense Report, evaluation and **original** receipts or invoices, we will process a Check Request for your personal reimbursement. (It takes approximately one week for this to happen).

### 3) Service Agreements (speakers/performers)

To issue a Check Request for an Honorarium, there must be a completed, signed and approved Service Agreement and IRS Form W-9. These forms are provided for you in this packet with your Funding Notification form if necessary for your event. You may pick up additional Service Agreements and W-9s from the Club's Office or the MultiCultural Center. Service Agreements and W-9s must have original signatures (no faxes, or copies).

### 4) Receipts and Invoices

All receipts and invoice must be original and itemized.

### 5) Donation Acknowledgment Forms:

Your club may ask for donations from a variety of sources including club members' parents, local retailers, or national corporations. They often use this as a tax write off and will ask you for your tax ID number or non-profit ID. To comply with this request, go to the Clubs Office and pick up a "Donation Acknowledgment" form, or make a copy from the Appendix in the Club Handbook.

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## A.S. Funding Board Reimbursement Expense Report

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Event: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

**EXPENSES**

**Speaker/Performer Fees:** \_\_\_\_\_

**Travel For Speaker:**

Airfare \_\_\_\_\_

Lodging \_\_\_\_\_

**Supplies & Services:**

Decorations \_\_\_\_\_

Equipment Rental \_\_\_\_\_

Facility Rental \_\_\_\_\_

Other \_\_\_\_\_

**Public Relations:**

Art/Graphic Charges \_\_\_\_\_

Publicity \_\_\_\_\_

Printing Costs \_\_\_\_\_

**Food and Beverages: \*See Below**

Catering \_\_\_\_\_

Groceries \_\_\_\_\_

**Other** \_\_\_\_\_

**ACTUAL REVENUE**

Club Fundraising \_\_\_\_\_

Clubs & Activities Small Grant \_\_\_\_\_

Cultural Programming Grant \_\_\_\_\_

Campus Funding \_\_\_\_\_

Other \_\_\_\_\_

Donations \_\_\_\_\_

**TOTAL EXPENSES:** \*\*\$ \_\_\_\_\_

**TOTAL ACTUAL REVENUE** \*\* \$ \_\_\_\_\_

\*\* (Note: Total expenses must be equal to or less then total revenue. In order for these two figures to match you may need to contribute personal or club funds or secure additional sources of funding.

Name of representative: \_\_\_\_\_ Signature \_\_\_\_\_

Name of Advisor: \_\_\_\_\_ Signature \_\_\_\_\_

**For Office Use Only**

**Total Allocation: CAG** \$ \_\_\_\_\_

**Amount Requested:** \$ \_\_\_\_\_

**CPG** \$ \_\_\_\_\_

**Amount Approved:** \$ \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Check Request Process Date:**

**Coordinator's Approval:**

**Date:**

\*Food Purchases must be an integral part of the program, not the sole purpose of the program/event (i.e., a dinner), and the sponsored activity that includes food purchase may be required to be matched with organizational fundraising.

For assistance completing this form, contact the Director of the MultiCultural Center House 55, for Cultural Programming Grant, contact the Clubs Office, UC South Lounge, for Clubs & Activities Small Grants.