LSA SG Budget Allocations Committee Reimbursement Cover Page (Fall 2014)

Name of Organization:

SOAS Account #

Total amount allocated by LSA SG $

Total amount of reimbursement $

Primary Contact:

Position:

Phone #

E-mail:

1. Be sure to completely fill out the above information and expense chart on the following page. Incomplete forms will **NOT** be processed.
2. Be sure that all receipts are for the allocated expenditures **ONLY** (i.e. advertising, supplies, etc.).
3. **PLEASE MAKE COPIES OF ALL RECEIPTS**. If the receipt copy contains non-allocated expenses, please highlight the expenses allocated by BAC for reimbursement.
4. Attach this sheet to **ONLY COPIES** of your receipts. Incomplete forms will **NOT** be processed and your allocation will be void.
5. Please hand in all copies of receipts at one time.
6. Please contact Budget Allocations Committee Jason Colella (jasonjco@umich.edu) Nick Swider (nswider@umich.edu) or LSA SG Treasurer Gretchen Weed (gmweed@umich.edu) with any questions that you may have about this process.
7. Return this sheet, together with the expense chart and copies of your receipts, to the LSA SG office (G325 Mason Hall) to Gretchen Weed's Mailbox

LSA SG has instituted a rolling reimbursement process this Fall, allowing student organizations to be reimbursed at different times throughout the semester as opposed to only at the very end. The following dates will serve as the deadlines:

Receipts Deadlines
Cycle One: Oct. 17
Cycle Two: Oct. 31
Cycle Three: Nov. 14
Cycle Four: Dec. 5

Notes about rolling reimbursement:

1. All receipts for an event must be turned in at the same time. You may not return expenses for the same event at different reimbursement deadlines. However if, for example, your organization is having multiple events throughout the semester, it is OK to turn in expenses for Event 1 at an earlier deadline than Event 2.

2. Reimbursements will be evaluated and funds transferred into your SOAS Account within 10 DAYS of each deadline.

Expense Chart (Line One Example)

#	Location of Expense	Expense Category	Description of Expense	Amount Awarded	Reimbursement Amount
1	KINKOS	Printing	Printed Programs for the Event	$50	$23