

Reimbursable Expenses

SOMeCA
SOAR/Student Media/Cultural Arts & Diversity

These lists are not comprehensive. Contact your SOMeCA office if you are unsure whether an expense would be reimbursable.

FOOD & ENTERTAINMENT EXPENSES	SUPPLY EXPENSES
<p>Food & Entertainment expenses include all food and beverages, as well as any supplies that are used in the serving of food. These items must be associated with an event.</p>	<p>Most items that are tangible and are not food or food-related items are considered supplies. Some non-tangible items also qualify as supplies.</p>
<p>Bowls Coolers Cups Decorations Drinks Eating utensils Flowers (as décor) Food Ice Napkins Plates Serving utensils Straws Table linens</p>	<p>Advertising (Facebook campaigns, Snapchat filters) Board games Computer software Costumes Custom organization apparel & merchandise Flowers (as a gift) Gifts (must discuss with advisor prior to event) Office supplies Organization memberships Plants & pottery Printing (flyers, publications, banners, etc.) Stoles Tents Testing supplies Website hosting</p>
NON-REIMBURSABLE EXPENSES	REIMBURSEMENT REQUIREMENTS
<p>These are expenses that cannot be reimbursed under any circumstances. All services cannot be reimbursed. Services should be paid for using a purchase order, which must be submitted before the services are rendered.</p>	<p>Reimbursements must meet the following requirements in order to be processed. Any reimbursement submitted that does not meet these criteria will not be able to be processed.</p>
<p>Alcohol Gasoline/fuel Gift cards Printing on campus billed to a student account Services, including but not limited to:</p> <ul style="list-style-type: none"> • DJs • Copyrights & royalties • Creation of artistic works • Performers • Photography & videography • Renting supplies • Speakers & lecturers • Workshop facilitators 	<ol style="list-style-type: none"> 1. Payee must have a 204 form on file 2. Must be submitted to appropriate SOMeCA office no later than 14 days after the event 3. Original receipt or invoice attached with the following information <ol style="list-style-type: none"> a. Vendor name b. Vendor contact information (if not present on receipt, attach business card) c. Itemized d. Indication of payment and/or balance of "\$0.00" e. If there is an individual named on the receipt or invoice for billing, that individual must be the payee 4. Items must be reimbursable expenses 5. Event proposal must be on file for all event-related expenses 6. Event proposal must authorize the serving of food for all food and beverage expenses