

## Reimbursement Form

This form is an agreement that captures the amount to give back to a person when they made a purchase with their own money for their organization.

### PROCESS:

- Submit a 204 Form if one isn't on file.
- The reimbursement form will be submitted online using DocuSign. The link can be found in the SOMECA website.
- Payee information will be asked on the form along with a signature needed from an Authorized Representative of the organization.
  - Don't self-reimburse. You will need an Authorized Representative to approve this reimbursement.
  - If the Payee is an Authorized Representative, then another signer will need to approve this request.
- Attach an itemized receipt to prove your purchase.
- An email confirmation will be sent when SOAR has received a completed reimbursement request.
- A reimbursement takes up to 6 weeks to be received.

### NOTES:

- Don't pay out of pocket for services. The University can't reimburse you for services.

## Reimbursement Form Guide

### SECTION 1 – PAYEE (INDIVIDUAL TO BE REIMBURSED)

- Payee is the person who paid out of pocket and is requesting to be paid.
- You must have a 204 form previously filled out.
- Please indicate if you have Direct Deposit.

### SECTION 2 – EVENT OR OPERATIONAL (SELECT ONE OPTION)

- In this section you indicate whether the Reimbursement form is for an “Event” or “Operational” expense:
  - **Event:** A completed **Event Proposal** form (EP) must be turned in to your SOMeCA office prior to requesting funds.
  - **Operational** expenses are related to ongoing functions for your organization (i.e. binders, canopy, flyers).

### SECTION 3 – EXPENSES

- A receipt is required to be attached to this form. If items purchased are unclear on the receipt, clarify items in this section.
- Services will not be reimbursed.

### SECTION 4 – PAYMENT

- The university will process payments from your organization’s account. Indicate what source of funding in your account you want to use.
  - *Earned Income is funding your organization has earned through fundraisers, membership dues, etc.*
- If more than two funding sources will be used, please indicate in the “Notes” section.
- Total cost you want to be reimbursed for needs to be validated with a receipt.
- This section is where you will be prompted to attach your receipt(s).

### SECTION 5 – AUTHORIZATION (CANNOT BE PAYEE)

- This section authorizes payment which verifies organization’s approval.
- Authorized Representative will sign through DocuSign.

**Completed forms are turned in to your SOMeCA Office**

View next page for a completed sample form

# Reimbursement



Return completed form, with original itemized receipts attached, to your SOMeCA office no later than 14 days after the event. Reimbursements may take up to 6 weeks.

SECTION 1 – PAYEE (INDIVIDUAL TO BE REIMBURSED)			
Name	Sammy Slug	Organization	Turtle Club
Email	sslug@ucsc.edu	Phone	831.459.2934
Mailing Address	1156 High St	City	Santa Cruz
		State	CA
		ZIP	95060
<input checked="" type="checkbox"/> 204 form for payee is attached or on file. A 204 form is required in order to process a reimbursement to an individual.			
Direct Deposit: <input type="text" value="Yes"/>			

SECTION 2 – EVENT OR OPERATIONAL (SELECT ONE OPTION)			
<input checked="" type="checkbox"/> 1	Event	Date	<input checked="" type="checkbox"/> 2
<input type="checkbox"/>	Location	Estimated Attendance	Operational Supplies not related to an event

SECTION 3 – EXPENSES
Brief Description of Items Purchased
Org sashes for graduating seniors

SECTION 4 – PAYMENT	
Indicate the amounts from the fund sources below to balance the total cost.	Notes: Please indicate needs for SOMeCA to process.
EARNED INCOME \$ 700	<input checked="" type="checkbox"/> Yes, I have attached and itemized receipt to this reimbursement form.
SUA \$	
<b>TOTAL COST</b> including tax & delivery may not exceed: \$ 700	

SECTION 5 – AUTHORIZATION (CANNOT BE PAYEE)		
I certify this reimbursement form by signing below, or via email from my UCSC Account that these purchases meet the requirements to be reimbursed, which can be found at <a href="http://someca.ucsc.edu/resources/protocols.html">someca.ucsc.edu/resources/protocols.html</a> .		
Authorizing Signature	Print Name	Date
<i>Turtle Sammers</i>	Turtle Sammers	9/22/2020

OFFICE USE ONLY					
Fund	Org	Account	Activity	Amount	
					<input type="checkbox"/> ERF <input type="checkbox"/> Direct Payment
					ERF #      Initials
					BANNER ID: