

Reimbursement Checklist

Procedure: To be submitted to VP of Finance or VP DRLA

- **Copy of SGA Professional Development Funds Application with required signatures**
- **Completed**
 - **“Request for Payment or Reimbursement” form (if applicable)**
 - Note: this form is used for local professional development opportunities that require no travel

OR

- **“Request for Travel Expense Reimbursement” form (if applicable)**
 - Note: this form is used for expenses related to traveling and away professional development opportunities
- **SGA Travel Expense Itemization Form, Completed and Signed**
 - Itemized by day, not lumped in a single sum.
 - If you drove to the conference, use the correct mileage rate (\$0.575/mile as of 2015). Also include a map showing origin, destination, and miles travelled with your receipts
 - If you are seeking reimbursement for airfare, include your boarding passes taped to whitepaper. Originals are highly preferred, copies or screenshots can be accepted with other proof of conference attendance
- **Original, itemized receipts TAPED on letter-sized white paper**
 - All receipts show payment information (name, check # / credit card #)
 - All receipts are itemized More than one receipt can be taped to each page, but none can overlap
- **Proof of Presentation (if applicable)**
 - ex: abstract in the conference program, certificate of presentation from conference organizers
- **Proof of Attendance**
 - ex: name badge from the conference, original boarding passes
- **3 Paper clipped packets (1 Original, 2 Copies) in the following order:**
 1. Copy of signed SGA Professional Development Funds application
 2. Completed respective reimbursement form
 3. Travel Expense Itemization Form
 4. Original receipts taped to white paper
 5. Proof of Presentation (if applicable)
 6. Proof of Attendance (if applicable)