Reimbursements

Procedures and policies for reimbursements are as follows:

Personal Reimbursements:

Procedures
- Vouchers are used for personal reimbursements
- The payee name and address must be printed on the voucher
- The address given for the payee will be the address their reimbursement check will be sent to
- The name given for the payee will be the name the reimbursement check will be made payable
- An original, itemized receipt must be attached to the voucher for every purchase that is being reimbursed
- The signatures of the Treasurer and Advisor of the organization must be on the voucher to be processed
- If the voucher is a one time reimbursement under $25, please write “ONE TIME REIMBURSEMENT” on the voucher
- Please be sure to include the account number of the organization for which the reimbursement is coming from
- Vouchers are processed within 5 to 7 business days (subject to any problems with the voucher and the available funds of the paying organization)

Policies
- An original, itemized receipt must be attached to the voucher when turned in
- There is a minimum of $25 for personal reimbursements, however a one time reimbursement under $25 is allowable as long as that payee will not be turning in any other reimbursements for the academic year
- Signatures of the Treasurer and Advisor are required to be on the voucher and may not be delegated to anyone else
- The voucher form must be filled out completely for processing
- The top three copies (white, yellow, and gold) must stay attached, the blue copy may be given to the payee for their records

Department and/or Student Organization Reimbursement:

Procedures
- Intramurals are used to reimburse (transfer funds) other organizations or departments on campus
- The account numbers for the receiving and paying group must be on the voucher
- The amount being transferred needs to be specified on the intramural
- Intramurals are processed within 5 to 7 business days (subject to any problems with the intramural and the available funds of the paying organization)

Policies
- The signatures of the Treasurer and Advisor of the paying group need to be on the intramural and may not be delegated to anyone else
- All copies of the intramural must stay attached when turned in for processing
- If a student organization is reimbursing a department, the completed intramural may be given to the department for processing