

**University of Northern Iowa
Office of Student Involvement**

Reimbursement for Approved Out of Pocket Expenses

If an organization has received funding through the NISG Budgetary Process, Contingency Fund, or Coca Cola Fund for items that must be purchased on a reimbursement basis, you must complete a **Request For Reimbursement** form.

Special Notes:

- Reimbursements must be made payable to the person or organization who initially incurred the expense. If a student purchases a pre-approved funded item, the reimbursement should be requested by and returned to that individual. If an organization debit card was used to make the purchase of a pre-approved item, the reimbursement should be requested under the student organization name.
- Itemized receipts are REQUIRED. The items purchased must be clearly stated on the receipt.
- Scanned and emailed receipts are acceptable as long as they are clear and legible.
- Soft drinks and bottled water are not allowable reimbursable items due to the University of Northern Iowa contract with Coca Cola.
- Reimbursements cannot be made for payment of professional services rendered, such as payment for a speaker, DJ, performer or instructor. Professional services require a contract and payment is issued based on the contractual agreement.
- Reimbursement for travel in a personal vehicle is calculated by mileage driven multiplied by the applicable per mile rate according to the travel guidelines listed on the Office of Business Operations website - <https://obo.uni.edu/accounts-payable/travel-guidelines#mileage>
- Reimbursement for any pre-approved travel expenses with respect to a conference must include a conference agenda and a list of names of students who attended the conference.