

**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, Coca Cola/Diversity Matters Fund for items that must be purchased on a reimbursement basis, you must complete a **Request For Reimbursement** form. A sample copy of this form can be found on the reverse of this information sheet. Please use this to assist you in completing the Request for Reimbursement form for the out of pocket expense.

Special Notes:

- Reimbursements must be made payable to the person or organization who initially incurred the initial 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.

SAMPLE

REQUEST FOR REIMBURSEMENT

Student Organization Name Animal Awareness Club

Student Name Jane Doe Student ID 123456

Requesting reimbursement to:

Student Organization

Student named above

Student Address 123 Birch Lane, Cedar Falls, IA 50613

(If you are not signed up for Direct Deposit, your check will be mailed to this address)

Have you received any reimbursement/refund from the university before?
Y N

If you have not received any reimbursement from the university previously you will need to go to the following link and complete a supplier form: <https://powerforms.docusign.net/e64b356d-227c-4f0f-9039-1cc17007f61d?env=na3-eu1&accountId=8e0166aa-a77f-42c4-a34f-945d468f34c6>

Allocation Source (Which funding source(s) did you receive an allocation from):

- NISG Budgetary
- Contingency
- Coca Cola/Diversity Matters

Event: Considering Adopting A Pet Event Date: 12/15/17

Vendor (Walmart, etc.)	Amount	Category in Budget
Petco	\$25.00	Dog/Cat collars

Please attach itemized receipts taped to an 8.5"X11" (standard) sheet of paper. Include notes with each receipt to indicate the funding source and line item(s) that receipt applies to. See reverse for example.

Office Use Only

Account # to Charge: _____

RFP Processed: _____

Processed by: _____

Processing Notes: