

Serve UGA[®]

Reimbursement Process



Engagement, Leadership,
and Service

Student Affairs

UNIVERSITY OF GEORGIA

1.Fill out all necessary forms

Remember: Reimbursement form and Non-Employee Payment form are *always* required- Food Justification is needed for consumable purchases.

You can use these fillable PDFs or the physical copies available outside Katie Rappold's office (where you will turn them in)

2.Tape receipt to a blank sheet of copy paper

Do not tape over any words that help identify the products purchased, cost, or entity where they were purchased

3.If completing a food justification form, remember to include proof of event

4.PAPERCLIP all forms, proof of event, and receipt paper to each other and turn in in the indicated folder outside Katie's office (Tate 201J)

As always, email me if you have questions prior to submitting your paperwork.



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Student Organization Reimbursement Form

For Vendor Link, email
Katie Rappold
krappold@uga.edu

Check List for Reimbursements. Please complete all steps.

- Itemized receipt that shows payment has been made with vendor's name and address on receipt,
- Receipt must be turned in within seven (7) days of purchase.
- Receipt must be an original receipt with a translation of all non-English words.
- Complete a "Food Justification Form" if food items were purchased.
- A copy of an advertisement, email listserv announcement, or social media post that advertised the program must be attached.
- The reimbursement information below is filled out.

Section 1: Submitter's information

Student Organization: _____ Your Name: _____
 Your contact number: _____ Today's date: _____

Section 2: Event/Program Details

Event/Program title: _____
 Location of event/program: _____
 Date of event/program: _____ # of attendees: _____
 # of receipts turned in with this sheet: _____ Total amount (\$) of all receipts: _____
 Amount spent on food items: _____ Amount Spent on non-food items: _____

Section 3: Reimbursement Details

Who is being reimbursed? _____
(full name as it appears in the UGA vendor system)
 Email Address: _____ Phone Number: _____

Mailing address used in UGA vendor system:

Street: _____
 City: _____ Zip Code: _____

Section 4: ELS Staff Use Only

Received by: _____ Date received: _____ # of receipts: _____

Needs to be processed by: _____

Notes:



Office of the
Dean of Students

Student Affairs

UNIVERSITY OF GEORGIA

Dean of Students Business Office
Food Purchase Justification Form

Name of Event: _____ Event Date: _____

Location of the Event: _____

Organization Name: _____ Time of Event: _____

Type of Activity: Student Event Contract Hospitality Annual Member Recognition
 Volunteer Event Safety Product Business Meeting (Agency/Custodial Accounts only)
 Employee Group Meal (must have VP approval) Conference & Workshop Legion Pool

Participants: Students Volunteers Employees Non-Employees

Funding Source: Student Activity Fees Agency/Custodial Funds

Number of Participants who Attended: _____ Total Food Cost: \$ _____

Total Number of Purchases for Event: _____ Cost Per Person: \$ _____

***The number of purchases must include all purchases of food items for this event. This includes purchases made by Payment Requests and Petty Cash.*

Does this conform to the allowable per diem? _____

Per Diem does not apply to student organizations with Agency/Custodial Accounts.

Allowable Per Diem Limits (cost per person): \$6.00 for breakfast; \$7.00 for lunch \$15.00 for dinner

Method of Payment: Payment Request Petty Cash GL Journal

Briefly State Purpose of Having Food at this Event: _____

Signature of Employee/Officer Responsible for Account: _____ *For ELS Staff*

For Student Activity Fee Funds: Employees authorizing reimbursement of purchases with institutional funds should ensure that funds are spent only for legitimate purposes and not for the personal benefit of an employee or other individual. The misuse of institutional funds may result in both employment termination and various civil and criminal penalties.

For Agency/Custodial Funds: Student officers within the organization manage the use of these funds and are responsible for the Agency/Custodial Account. Employees only determine if the purchase is allowable in accordance with spending policies.

Additional Instructions:

- Complete this form for each different event and submit along with all other required documentation to the Dean of Students Business Office or email to DOSBO@uga.edu
- If you are paying by Payment Request, you must attach this form and all other supporting documents to it. If you have multiple methods of payment you may photo copy this form and attach to each check request or other method of payment.
- Determine the cost per person by taking the number of participants who attended divided into the total cost of the food for this event. You may be asked to provide a list of participants for some events.
- Additional Required Documents may include a) a flyer, agenda or email for the event; b) list of participants and their relationships to UGA if food is purchased at a restaurant or on a per person basis; c) approval from the Vice President for Student Affairs; d) copy of the performer's contract page if food is a requirement for the performance.