LSA Student Government Budget Allocations Committee Reimbursement Cover Page (Fall 2018)

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOAS Account # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Total amount allocated by LSA SG $ \_\_\_\_\_\_\_\_\_\_\_\_\_  
Total amount of reimbursement $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Be sure to completely fill out the above information. Incomplete forms will **NOT** be processed.

2. Be sure that all receipts are for the allocated expenditures **ONLY** (i.e. advertising, supplies, etc.).

3. **PLEASE MAKE COPIES OF ALL RECEIPTS**. If the receipt copy contains non-allocated expenses, please highlight the expenses allocated by BAC for reimbursement.

4. Attach this sheet to **ONLY COPIES** of your receipts. Incomplete forms will **NOT** be processed and your allocation will be void.

5. Please hand in all copies of receipts at one time.

6. Please contact the Budget Allocations Committee Chair and Vice Chair at lsasgbudgetallocations@gmail.com with any questions that you may have about this process.

7. Email this sheet and copies of your receipts, to the Treasurer of LSA SG, Gaby Font, at gabyfont@umich.edu .

**LSA SG has instituted a rolling reimbursement process this Fall, allowing student organizations to be reimbursed at different times throughout the semester as opposed to only at the very end. Although there is only one deadline, you may submit your receipts at any time during the semester, and it is encouraged that you submit them earlier rather than later. The following is the ultimate receipt deadline for the semester.**

|  |
| --- |
| Receipts Deadlines  page2image5798576 |
| Cycle One: December 11 |
| page2image5799616  Cycle Two: December 11 |
| Cycle Three: December 11 |
| Cycle Four: December 11 |

**Notes about rolling reimbursement:1. All receipts for an event must be turned in at the same time. However, if, for example, your organization is having multiple events throughout the semester, or if the event received funding for different costs during different cycles, it is OK to turn in expenses for Event 1 at an earlier deadline than Event 2, or expenses for costs funded in Cycle 1 before those funded in Cycle 3.**

**2. Reimbursements will be evaluated and funds transferred into your SOAS Account within 10 DAYS of each deadline.**