

Student Reimbursement Package

Professional Activities Fund

This package is meant for out of pocket expenses, which have been approved by the Professional Activities Fund(PAF) Committee and/or Committee Chair.

When all correct documentation has been submitted, reimbursement can be expected within 30 days.

Checklist: if the following requirements are not checked off(met) your package will be returned to you, delaying your reimbursement.

My direct deposit is set up in the SSC

OR

My address is correct in the SSC

Receipts saved as PDF, **with amount as file name** eg. **\$85.57 Wendys.PDF**

Receipts are itemized

Shipping receipts include, **with proof of purchaser(who actually paid)**

Note: if you are not the purchaser- please fill out Alternative Payee Form on Page 3

Amazon and/or Ali Express - All Shipping receipts mention 'shipped'

Map is included for mileage

All participants are listed for travel/meals- **No alcohol included**

Credit Card Snapshot provided for items that don't show payment information clearly. (ie. Credit card information, please redact any non-relevant information and credit card numbers)



Alternate Purchaser:

I, _____
(name of payee)

allow _____
(name of claimee)

to receive the reimbursement for the purchase of _____
(description of purchase)

that I made on _____
(date of purchase)

Signature of payee

*Note: All reimbursements must be accompanied by proof of purchase.