

Student Organization Finance Office Travel Reimbursement Procedure

Follow this procedure for travel reimbursement:

1. Make sure you have a budget allocated, or you submitted a bill that has passed the SGA vote.
2. Gather all necessary information after your travel: mileage, itinerary, and payment receipts.
3. Collect all of the receipts or proof of payment from all members (only students) of your organization or club that participated in travel. Fill out the Travel Expense Reimbursement Form and attach all necessary documents (see chart below).
4. Submit your Travel Expense Reimbursement Form to the Student Organization Finance Office for payment.

NOTE: Travel Expense Must Be Paid For By Reimbursement

