

GRADUATE STUDENT ASSOCIATION PAYMENT REQUEST FORM

TRANSACTION TYPE: EXPENSE REIMBURSEMENT OR CHECK REQUEST

Note: If you are using this form to request reimbursement for a GSA grant (IRC or group), please list the group name as "GSA." In this case, the GSA Financial Director should be listed as treasurer.

Today's Date: ____/____/____ GSA Group Name: _____

Treasurer of this group: _____ Treasurer's E-Mail: _____

EXPENSE INFORMATION

Name of Event: _____ Date of Expense: ____/____/____ Amount Due: \$ _____

Full Description of Expense: _____

Make Check Payable To: _____

Address (PERMANENT, not on campus address): _____

City, State, Zip: _____ **Phone:** () _____ - _____

BC student or employee Eagle ID#: _____ BC email: _____

Outside Vendor/ Individual/ Sole Proprietors, BC Vendor ID#: _____

To obtain BC Vendor ID #, complete **Vendor Request** at: http://www.bc.edu/offices/acctpay/forms/vendor_request.html

The Vendor is on file. Provide the Vendor ID # above. The request will be returned if the Vendor cannot be found

SIGN BELOW TO APPROVE EXPENSES

GSA Group Treasurer: _____ **Date:** _____

GSA Financial Director: _____ **Date:** _____

OGSL Administrator: _____ **Date:** _____

FOR OGSL STAFF USE ONLY

The check is needed by _____ and must be held and picked up by an SABSC staff who should email _____ when the check is ready to be picked up at 21 Campanella Way, Suite 251

WAIVER: See attachment for additional information. OGSL Staff's initials: _____

More than 25 participants attended the event. No List of Attendees required. OGSL Staff initials: _____

Chart String (To be filled in by GSA Finance Director)

<u>Dept ID</u>	<u>Fund</u>	<u>Fund Source</u>	<u>Program</u>	<u>Function</u>	<u>Property</u>	<u>Account (SABSC use)</u>

FOR SABSC USE ONLY

Reason for return: *Insufficient Documentation* *Insufficient Funds* *Other:* _____

Comments: _____

On __/__/__, the GSA financial director was e-mailed and the form was returned to the MGC, GSA Financial Director

EXPENSE or VOUCHER #: _____ SABSC STAFF: _____ DATE: _____

How to Ensure Effective Processing

(Cf. http://www.bc.edu/offices/gsc/gsa/gsa_treasurer.html for detailed instructions)

General

- Fill out the GSA Payment Request Form and SABSC Expense Report Form completely and legibly.
- Both forms must be signed by your group's treasurer, the GSA Financial Director, and an Office of Graduate Student Life Administrator.
- For your records, make a copy of all paperwork before submitting.

Required for Reimbursement

- The GSA Payment Request Form (PRF) and SABSC Expense Report Form found at: <http://www.bc.edu/offices/gsc/gsa/gsa-treasurer/reimbursement.html>.
- Proof of Payment
 - If method of payment was cash, make a note that CASH was used
 - If a credit/debit card was used for payment, an itemized credit card receipt and a credit card signature slip be submitted
 - If the form of payment was a check, submit a copy of the front and back of the processed check(s)
- Supporting Documentation
 - Original itemized receipts are required (if you have already submitted your original receipts to another department for partial reimbursement – i.e. you attended a conference which cost 1,000.00 and your department has agreed to fund 250.00 of this and the GSA awarded you a 300.00 grant – simply note on your forms which office you submitted the original paperwork to.)
 - Itemized invoice and/or contract for all check requests
 - List of attendees required for all expense reimbursements for meal events with less than 25 attendees
 - Original boarding passes for airline travel
 - An event flier, meeting agenda, conference itinerary, etc.

Receipt Instructions

- Organize your receipts by expense category (e.g.: office supplies, meals, printing...)
- Tape receipts on to a blank 8.5" x 11" sheet of paper. **PAPER CLIP** all receipts to the PRF
- Circle the amount due on each receipt, total each sheet, and write the Page Total and the Payee Name at the lower right hand corner of the sheet
- The total of the receipts must match the total listed on the PRF

Checking on a Reimbursement

- It usually takes 7-10 business days for a check to be processed through the University System *if all forms are completed correctly and all appropriate supporting documentation is attached Inaccurate/incomplete paperwork will hold up the process!*
- If you are a BC employee with direct deposit, a "Rush" reimbursement request can not be processed. See a SABSC representative if you have any questions
- Accounts Payable will notify the Payee by email when the check is ready for pick up at More Hall or the check will be mailed directly to the payee.
- If you would like to check on the status of a reimbursement/check request, please email your treasurer. Include the name of your group, the name of the payee, the amount due, and the date on which you submitted the request to the GSA Financial Director. Treasurers: contact the GSA Financial Director to find out how to gain access to your group's financial records via "MyFiles."

Processing Steps

- ⇒ Complete form, paper clip to receipts and other documentation, submit to your group's treasurer.
- ⇒ Your group's treasurer submits signed forms and other documents to GSA Financial Director in Murray House, Room 101
- ⇒ GSA Financial Director Submits to Office of Graduate Student Life Administrator, who will approve and send to SABSC within 48 hours of receipt

DO NOT STAPLE. USE A PAPER CLIP.

- ⇒ The SABSC prepares paperwork for processing. If the request is rejected due to insufficient documentation or funds, the paperwork will be returned to the GSA Financial Director within 48 hours. If sufficient, the SABSC will process the request, deliver to More Hall, and scan a copy to the GSA MyFiles folder within 7-10 business days
- ⇒ Accounts Payable cuts check and mails to or notifies payee in 7-10 days