University of Northern Iowa
Office of Student Life

Reimbursement for Approved Out of Pocket Expenses

If an organization has received funding through the NISG Budgetary Process, Contingency Fund, Pepsi Fund or Diversity Matters Fund for items that must be purchased on a reimbursement basis, you must complete a Request For Reimbursement form. A sample copy of this form can be found on the reverse of this information sheet. Please use this to assist you in completing the Request for Reimbursement form for the out of pocket expense.

Special Notes:

- Reimbursements must be made payable to the person or organization who initially incurred the initial expense. If a student purchases a pre-approved funded item, the reimbursement should be requested by and returned to that individual. If an organization debit card was used to make the purchase of a pre-approved item, the reimbursement should be requested under the student organization name.
- Itemized receipts are REQUIRED. The items purchased must be clearly stated on the receipt.
- Original receipts are preferred whenever possible. If the original is not available, a copy may be acceptable if it is clearly legible.
- Soft drinks and bottled water are not allowable reimbursable items due to the University of Northern Iowa contract with Pepsi.
- Reimbursements cannot be made for payment of professional services rendered, such as payment for a speaker, DJ, performer or instructor. Professional services require a contract and payment is issued based on the contractual agreement.
- Reimbursement for travel in a personal vehicle is calculated by mileage driven multiplied by the applicable per mile rate according to the travel guidelines listed on the Office of Business Operations website - https://obo.uni.edu/accounts-payable/travel-guidelines#mileage
- Reimbursement for any pre-approved travel expenses with respect to a conference must include a conference agenda and a list of names of students who attended the conference.
SAMPLE
REQUEST FOR REIMBURSEMENT

Student Organization Name: Animal Awareness Club
Student Name: Jane Doe       Student ID: 123456

Requesting reimbursement to:
  ____Student Organization
  ____X____Student named above

Student Address: 123 Birch Lane, Cedar Falls, IA 50613
(If you are not signed up for Direct Deposit, your check will be mailed to this address)

Have you received any reimbursement/refund from the university before?  ____X____ Y N

If not, please complete the Supplier Form (https://obo.uni.edu/sites/default/files/documents/vendorsup.pdf) and submit with this Request for Reimbursement

Allocation Source (Which funding source(s) did you receive an allocation from):
  ____X____ NISG Budgetary
  □ Contingency
  □ Pepsi
  □ Diversity Matters

Event: Considering Adopting A Pet       Event Date: 12/15/17

<table>
<thead>
<tr>
<th>Vendor (Walmart, etc.)</th>
<th>Amount</th>
<th>Category in Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petco</td>
<td>$25.00</td>
<td>Dog/Cat collars</td>
</tr>
</tbody>
</table>

Please attach itemized receipts taped to an 8.5"X11" (standard) sheet of paper. Include notes with each receipt to indicate the funding source and line item(s) that receipt applies to. See reverse for example.

Office Use Only

Account # to Charge: ____________________________

RFP Processed: ____________________________
Processed by: ____________________________

Processing Notes: