

Financial Reimbursement Form

Instructions

- Direct payments to speakers or performers for engagement fees and/or travel expenses need to be submitted on a **Speaker/Performer Reimbursement/Payment Form**.
- **For any expense of \$500 or more, the SAFC/GPSAFC Office will need to be contacted to approve the request PRIOR TO RECEIVING THE PRODUCT OR SERVICE (i.e. purchases or rental of sound, lighting, equipment, publications, etc.). Cornell WILL NOT PAY the vendor or reimburse any out-of-pocket expenses.**
- The President, Treasurer and/or Advisor, as listed on the budget application, are the only authorized signatures for your SAFC/GPSAFC account. **Forgery is potentially a felony. Do not sign someone else's name in any situation!**
- Only the person who incurred the expense, and whose name is listed on the receipt, can be reimbursed. The payee's signature and Social Security #/Fed ID # **MUST** appear on all forms and certified by the signature of the president and treasurer as the individual who incurred the expense.
- If submitting more than one receipt, staple or tape them to a separate sheet of paper (in a displayed manner) that corresponds to the order they are listed on the **Financial Reimbursement Form**. Attach this separate sheet of receipts to this form.
- Include advertisement of event (flyer, program, agenda, etc.). In order to be reimbursed from SAFC/GPSAFC funding for any expense, **ALL advertisements must include the statements: "Open to the Cornell Community"**. SAFC Organizations also need to use the SAF Logo or include the statement "Funded by (or in part by) Student Activity Fee". GPSAFC organizations add "Funded by (or in part by) the GPSAFC".
- Reimbursements of conference fees or student travel expenses must have a completed **Student Travel Addendum** attached. If claiming private vehicle mileage, put payee/drivers name down as the *Vendor* and mileage driven under "*Receipt Total*" on the **Financial Reimbursement Form**.
- **Submit requests within 30 days of the expense.** SAFC organizations have until the Monday following the last day of class to submit reimbursement requests. The deadline for GPSAFC reimbursements is the first working day in June. **Regardless if the expense is 30 days or less!**

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