Items you will NOT be reimbursed for: (this is a partial list, check with your Advisor before you purchase).

- Items purchased without prior approval from Advisor.
- Postage (including stamps) and other mailings.
- Items purchased on the Internet by a student (your advisor will order items for your organization...this includes PayPal purchases)
- T-shirts
- Items purchased on campus (can be recharged through campus system):
  - UCSD Bookstore
  - Parking Services
  - Imprints
  - Outback Adventures
- Items shipped to your home
- Invoices

Other Funding Sources
Allocations from other UCSD departments, including the AS, other college councils, and other departments are just like us. They don't have a check book. When your organization is allocated funds from these groups, alert the Business Office and your Advisor immediately. We will need to know who allocated the funds, the date of approval and the department we should contact to transfer the funds. Failure to notify the Business Office will result in loss of funds.

Income: Any money you collect for an event at Muir College must be accounted for and must be deposited. When you collect money at an event, you must give it to your Advisor or drop it in the safe at MOM that same day. It should be counted and left in an envelope with your name, email and phone number. You may not spend it on items you need for your event or take it home. For example, if you are purchasing movie tickets, your advisor will purchase the tickets for your group; the funds your group collects for their share needs to be deposited. It cannot be used to purchase tickets. If your Advisor is not going to be available at the event, or MOM will be closed, make other arrangements with your advisor in advance.
**IMPORTANT $$$ TERMS**

**Activities Reimbursement Form:** Form required to be completed by you before you will be reimbursed. Fill out the form and have your advisor sign, then place in the Business Office mailbox for reimbursement. These forms are available from your advisor and are required for reimbursement.

**Event Sign-In sheet:** List of attendees at an event. Talk to your Advisor to confirm when an Event Sign-In sheet is necessary. Attach to the Activities Reimbursement Form.

**Advisor Approval:** Items must be approved by your advisor before purchase.

**Clean Itemized Receipt:**

**NO PERSONAL ITEMS.** Receipt with items purchased for UCSD only. Items purchased must be listed on the receipt. (for example: if you go to dinner, items ordered must be submitted, not just the credit card receipt). All “special offers” and “advertisements” should be cut off of the receipt. Your credit card statement is not itemized and will not be accepted in place of an itemized receipt.

**Income:** If you collect money for an event, it must be deposited in your account. It should be given to your advisor or dropped in the safe at MOM before you leave. Do not take it home.

**Invoice:** Itemized bill from a vendor listing what is owed to him. (Most invoices will not be reimbursed).

**Recharge:** These are places you would usually write a check payable to UC Regents. They include the Bookstore, Imprints, Outback Adventures, Parking, and MOM. Items from these places must be recharged. Obtain correct index number from Business Office or staff advisor prior to purchase. Give the store your index number. **ALL receipts for recharge items must be taped to a Receipt Form and placed in the Business Office mailbox.**

**University Vendor:** Vendors approved to do business with UCSD. You must use a University approved vendor when ordering UCSD items. See your advisor.

**Use Tax:** California use (sales) tax charged on all taxable items purchased for UCSD on the internet. If you order something out of state, your group will still be charged tax on the item.

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**REIMBURSEMENT PROCEDURE**

For all reimbursements:

- Pick up an Activities Reimbursement Form from your advisor (see sample below).
- TAPE all (itemized) receipts onto an Activities Reimbursement Form. If more space is needed, additional sheets of 8.5 x 11 piece of white paper maybe used.
- **All (itemized) receipts to be reimbursed must be turned in within 72 hours of the event.**
- Failure to turn in receipts with correct information will result in non-payment.
- See the Business Office or your advisor for more information or if you have questions.

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**How to buy frequently purchased items:**

**T-shirts** – See your advisor. T-shirts must be purchased on a Purchase Order from a University Vendor. **Students will not be reimbursed for custom T-Shirts purchased from a private vendor.**

**Performers** – this includes all bands and other performers, paid or not paid.

- See your advisor to verify the information you will need for the contract.
- This is a very long process. Start the paperwork as soon as one (1) month prior to event.

Contracts must be signed, completed by the university and on file before performer can be on stage. Remember students do not have signature authority.

**Food – BBQ’s**

See your advisor or the Business Office. If necessary, they will order a cash advance for the event. The receipt must be given to your advisor within 72 hours of the event.

**Food for meetings (including pizza and other snacks for meetings)**

If you have food at meeting,

- Get approval from your advisor before the event.
- Within 72 hours of the event, give (or place in the Business Office box) the itemized receipt, taped to a completed Activities Reimbursement Form and a list of those who attended (if necessary). Example:

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**Sample Reimbursement Form**

**T-shirt**

<table>
<thead>
<tr>
<th>Name of Reimbursement Item</th>
<th>Date Purchased</th>
<th>Quantity Purchased</th>
<th>Department</th>
<th>Purchase Order #</th>
</tr>
</thead>
</table>

**Event**

<table>
<thead>
<tr>
<th>Name of Reimbursement Item</th>
<th>Date Purchased</th>
<th>Quantity Purchased</th>
<th>Department</th>
<th>Purchase Order #</th>
</tr>
</thead>
</table>

**Invoice**

<table>
<thead>
<tr>
<th>Name of Reimbursement Item</th>
<th>Date Purchased</th>
<th>Quantity Purchased</th>
<th>Department</th>
<th>Purchase Order #</th>
</tr>
</thead>
</table>

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**Business Office**

Name: ____________________________

E-mail: ____________________________

Date: ____________________________

Time: ____________________________

Please sign your name and e-mail in the spaces below to indicate your presence at this event. Thanks!

1. ____________________________  ____________________________

2. ____________________________  ____________________________

3. ____________________________  ____________________________

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