SOM Student Reimbursement and Payment Policy – Revised 11/10

It is our goal to get students reimbursed as quickly as possible. To accomplish this, students need to obtain and keep their receipts as well as turn in completed/signed reimbursement paperwork as soon as possible.

General Comments

A. **Students must get specific receipts** for all items/travel that are expected to be reimbursed. Example - A credit card statement for “Wal-Mart… $50.00” is not sufficient. You must have the original itemized receipt showing the item(s) purchased. A credit card statement for “Travelocity…..$300.00” is not sufficient. You must have the Travelocity statement detailing the traveler’s name, destination and payment section. **An itinerary showing the amount to be charged is not a receipt.** Alternatively, you may use a credit card statement along with your e-ticket showing the same dollar amount on both.

B. **Students must pay for their own expenses and have their own receipts.** If multiple students stay in one hotel room, have individuals make partial payments on the hotel bill and get a receipt of the partial payment from the hotel. If the student’s name is not listed on the hotel bill, he/she may be required to have additional documentation of payment, e.g., credit card statement or cancelled check.

C. Remember that **alcoholic beverages cannot be paid from UMDNJ Accounts.**
   a. If you buy soda, ice, etc. at a liquor store, make sure that the receipt describes what you bought.
   b. If you have an alcoholic beverage on a meal receipt while traveling, just subtract the drink + tax on the receipt and submit.

D. Students can avoid paying for approved club expenses by using the purchase order system for preapproved vendors. Refer to purchase order policy below for specific information of this option.

**Reimbursement of Expenses for Goods/Services/Food**

A. Ensure that Club/STUCO/Class Council authorizes you to make the purchase
B. Obtain and save appropriate receipt(s) for the item(s)
C. Complete student reimbursement form including signature from President or Treasurer
D. Attach receipt(s) to completed form and give to Karen Miklosey in the Student Affairs Office – Academic Center, 2nd Floor.
E. Expenses will then be processed for payment via a check request. After appropriate administrative approvals & signatures are obtained, a check will be issued and mailed to the address supplied by the requesting student.
Reimbursement of Travel Expenses

A. Obtain written verification by memo or email from the Club/ STUCO President or Treasurer of the maximum amount of reimbursement from that source. If you have more than one source of funding, include separate written verifications from each source. Example: A student is going to the AOA convention and is getting funding from his club and also from STUCO. The student should confirm all funding in writing and in advance of the travel.

B. Complete a Travel Approval form (TA Form). Be sure to include ALL sources of funding or pending requests for funding.

C. Complete a travel waiver form

D. Students are expected to submit completed TA Form, waiver and verification of reimbursement to Karen Miklosey in the Student Affairs Office at least one month before the travel departure date. Any TA Forms submitted less than 14 days prior to travel departure date may not be processed and thus preclude any student travel reimbursement. Please include ALL funding sources with amounts awarded and any outstanding funding requests.

E. After returning from travel, submit a completed Travel Expense Form (TE form) together with original receipts to Karen Miklosey within 5 Working Days of return from trip. Failure to submit completed TE forms with receipts within 5 days of return may affect your ability to receive reimbursement for this and future travel. Unused allocated funds will then be returned to the funding source or the affiliate club.

Purchase Order Policy for Use with Approved UMDNJ Vendors

A. Contact Karen Miklosey for list of pre-approved vendors who accept a UMDNJ purchase order (P.O.) for payment when first planning your meeting or event.

B. At least one week before the event, supply a written quote or estimate of cost for the item or service to be purchased to Karen Miklosey to begin the purchase order process. You must have sufficient funds available in your UMDNJ account to create the requested purchase order.

C. Once a purchase order has gone through the approval process, it will be faxed directly to the vendor. It is the student’s responsibility to confirm final arrangements with the vendor.