General Reimbursement Instructions

PLEASE REMEMBER the 30-DAY RULE!

ALL REIMBURSEMENTS (Budget, Assembly or Travel) MUST BE SUBMITTED TO THE ASUU OFFICE WITHIN THE LATEST OF:

1. Date of the Receipt
2. Date of the Event
3. Date approved for funding (Budget Process, Assembly Bills, Travel)

Request Reimbursement:

1. Complete an Expenditure Request Form. (link)
2. Provide original receipts with proof of payment.
   a. A zero balance or credit card number appearing on the invoice/receipt is sufficient proof of payment. Otherwise, a bank or credit card statement with line item appearing is needed (the name of the owner of the statement MUST appear on the documentation).
   b. Generally, the person who paid is the person eligible for reimbursement. (The person who paid should be the payee on the Expenditure Request Form.)
   c. Items MUST have shipped. (If the invoice states “Not Shipped,” an updated invoice showing items shipped is required.)
3. Original reimbursement package must be delivered to ASUU within the 30-day DUE DATE (reimbursement packages emailed will not be accepted).

Note: The DEADLINE for ALL reimbursements (except for travel incurred and completed during June) is the last Friday of May. Please allow 6-8 weeks for reimbursement.