

SORC Online Reimbursement Form

Use this form when someone has already made **out-of-pocket purchases** and needs to get the money refunded to them.

Before filling out a Reimbursement Request Form, make sure you have all **supporting documents** pertinent to your request, such as:

- Proof of purchase:
 - Original and **itemized** paper receipts
 - An invoice with the **balance of \$0**
 - A receipt that shows the **last four digits of a credit card**
 - **NOT** a bank statement alone; this can be used as supplemental documentation **ONLY**
- W-9 form (if Payee is not a university employee, and hasn't been reimbursed by SORC in the past or Payee's address has changed)—available from SORC staff
- If getting reimbursed **for food or drinks**: a guest/RSVP list
- If getting reimbursed for **gas/mileage**: a printed map indicating the directions to the destination
- If you received a **travel grant** for the expense: print out the award letter specifying the amount of the grant
- For graduate student groups: if your purchase is alcohol-related, print and submit an advisor-signed memo

Directions

- Open a web browser and go to <https://tinyurl.com/2019SORCReimbursement>
- Section 1: Information regarding Payee and the Payee's student organization
 - Payee Address: this is where the reimbursement check will get sent to if Payee is not employed by the University. If Payee is a university employee, funds will be deposited to his/her bank account.
 - Private/Allocated Funds: if your organization received an **allocation** for the purchase, indicate the name of the allocation.
- Section 2: Additional details about your reimbursement request
 - SORC does not accept reimbursement requests for receipts older than **30 days**.
 - Exception: reimbursement requests for **travel grants** are accepted past the 30-days deadline
- Section 3: Information regarding your receipts
 - Enter details for your receipts. Include the **date of purchase, description of expense, amount, and location of purchase**.
 - Each entry should correspond to each receipt you are submitting.
 - Enter the total dollar amount for your reimbursement under **Total Reimbursement Amount**.
 - Enter the email address of your organization's Business Manager. **The Business Manager must approve your request before SORC can start processing it.**
- Section 4: Attaching accompanying documentations
 - Please attach receipts and any other supporting documents related to your expense **in PDF format**. We can accept up to 10 files, each one being less than 1GB.
- Once all the information is entered, click **Submit**
- **After you receive an email confirmation that the form was approved by your organization's Business Manager, you will receive an approval or denial email from SORC within 5 business days.**