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](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.**