

The Do's and Don'ts of Student Activity Fee Reimbursement Request Forms

The Do's

The Don'ts

<p>DO Make sure all paperwork is clear and legible (including receipts): This ensures scanned files that are easy to read.</p>	<p>DON'T Turn in faded, wrinkled receipts or screen shots! Everything you scan needs to be clear and show the full receipt.</p>
<p>DO Put the receipts in order of reimbursement. All registrations, hotel, transportation, etc. grouped together and labeled at the top right corner.</p>	<p>DON'T Tape over the information on the receipt: If you only tape one side of the receipt, it is likely that it will wrinkle, tear, and jam in the scanner. Please tape all sides down smoothly.</p>
<p>DO turn in receipts immediately after a program, event, or travel is complete.</p>	<p>DON'T Place receipts too close to the edge of the copy paper: Again, this ensures smooth scanning and viewing.</p>
<p>DO Scan all documents into one file. A copier with scanner is available in the Student Organization Lab in SU 330.</p>	<p>DON'T assume we can figure all of the paperwork out. The more organized the packet, the quicker we are able to reimburse you.</p>
<p>DO Confirm your math. Add up your receipts and enter the amount onto the reimbursement form.</p>	<p>DON'T Forget to include pictures of your event.</p>

Space at the top, bottom, and sides of the page



Tape on ALL sides of receipt(s)!

Leave enough space between each receipt for them to be easily read.

Clear and legible receipts ONLY!