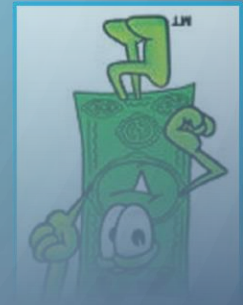


SGAO PB FUNDS SPENDING WORKSHOP



PRESENTED BY THE STUDENT GOVERNMENT ACCOUNTING OFFICE

WHAT IS THE STUDENT GOVERNMENT ACCOUNTING OFFICE?

Acts as an intermediary between UNM accounting offices and student organizations. We work directly with GPSA to distribute allocated funds and ensure transactions are accounted for and authorized.

Processes necessary documents to make purchases or reimbursements.

SGAO staff:

Angela De Avila
Lucy Krall
New Accountant
Student Employees

Angela is the primary contact for PB Funded organizations, however, anyone in the office can assist you with your questions.

WE ARE HERE TO HELP YOU!!

GETTING STARTED

Get Chartered

- Only chartered student organizations are allowed to request and spend money allocated by GPSA.
- Must re-charter every year.

Attend SGAO Workshop (you are here!)

- Two (2) officers must attend in order to access your PB allocated funds.

Submit a Signature Authorization Form

- Minimum of 3 signatures.
- Advisor may be authorized but not required.
- Forms expire June 30th each year.

WHAT ARE PB FUNDS?

PB Funds = Pro-Rated Benefits

Available each semester to every recognized departmental student association (RDSA).

Each RDSA must be chartered.

Each RDSA must renew qualification annually with GPSA.

Must be requested by the 8th Friday of each semester.

\$9.50 per student is awarded based on the number of graduate students enrolled in your department as determined by enrollment report.

RDSAs requesting PB Funds are not eligible to participate in the GPSA budget process.

IMPORTANT REMINDER

Per the Chartered Student Organization (CSO) Policy:

- Organizations receiving funding from the University must follow the fiscal policies and procedures of the University. In addition, organizations receiving ASUNM and / or GPSA funding must follow the fiscal guidelines developed by the Student Government Accounting Office.
- CSOs must deposit all funds received from any source in a University account.
- If your organization has an off-campus bank account and wishes to continue to receive funding from the university (ASUNM or GPSA), you will need to close the account immediately and provide proof of the closure and deposit any funds with the SGAO.

HOW TO REQUEST PB FUNDS

Send an email to: sgao@unm.edu with the following information:

- Email Subject: Fall 2022 (or Spring 2023) PB Funds Request.
- Include:
 - Organization name.
 - Academic department represented.
 - Contact information of person submitting the request.
 - SGAO account number (670xxx).
 - Estimated number of graduate students enrolled in your department .

Must send a separate request for the fall and spring semester.

Fall 2022 PB Funds request **MUST** be submitted to SGAO by Friday, October 14, 2022.

Spring 2023 PB Funds request **MUST** be submitted to SGAO by Friday, March 10, 2023.

SCHOOL OF MEDICINE

The School of Medicine is the RDSA and requests funds on behalf of all SOM student organizations.

SOM organizations will request funds directly from the Medical Student Association (MSA) president.

Must be requested each semester.

To request your portion of funds, please email the MSA President.

IMPORTANT!!

Per GPSA Bylaws, VIII Finance Code, Section 3. Pro-Rated Benefits (PB) Fund:

- C. 2. At the end of the fiscal year, an RDSA may keep up to 100% of funds allocated during the academic year.
- F. 1. Funds allocated by an RDSA directly to departmentally-associated student organizations will not revert at the end of the fiscal year.

TWO IMPORTANT FORMS

Signature Authorization Form

No spending WITHOUT this on file in the SGAO.

Internal Requisition (IR)

Required for every purchase, reimbursement or Transfer.

SIGNATURE AUTHORIZATION FORM

Student Government Accounting Office (SGAO)

SIGNATURE AUTHORIZATION FORM

Valid July 1 – June 30

- This form is used to establish or change authorized signers on your SGAO account.
- All signers **must be renewed every July 1st** to remain active on the account.

- In order to be an authorized signer, the individual must be a currently enrolled UNM student or a faculty/staff advisor of the organization. Please refer to the UNM Chartered Student Organization Policy for complete eligibility requirements.
- By being an authorized signer on this form, your e-mail address will be added to the SGAO list-serv.
- Complete, sign, and return this form to the SGAO (SUB 1018, MSC03-2210) or sgao@unm.edu.

Date: _____

Account Name: _____ Index: 670 - _____

For changes to original on file only:

- ADD to current signatures on-file* REPLACE all previously submitted signatures

*Requires authorization of current President or Treasurer on file for this account.

Signature

Title

AUTHORIZED SIGNER(S)

<i>Print Name</i>	<i>Banner ID</i>	<i>E-mail</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DELETE AUTHORIZED SIGNER(S)

Name(s)

The above listed individuals will be recognized as duly authorized representatives for the account listed above. Your signature on this form indicates that, in accordance with University Business Policy and Procedures Manual Section 3715-1, 3720, 4000-3, 4325-2,3 (Conflict of Interest), you are certifying that neither you nor any relative of yours will inappropriately benefit from any payment made from the account listed above.

NO EXPENDITURES WILL BE PROCESSED WITHOUT THIS FORM ON FILE.

White – SGAO

Yellow – Student Organization

(Revised 04/19)

INTERNAL REQUISITION FORM (IR)



Must be submitted with **EVERY** purchase. This is your authorization to spend.

STUDENT GOVERNMENT ACCOUNTING OFFICE (SGAO)
STUDENT UNION BUILDING 1018 • MSC 03 2210 • (505) 277-7888 • Fax: (505) 277-2987
Email: sgao@unm.edu • website www.unm.edu/~sgao

INTERNAL REQUISITION

ORGANIZATION: The Billy Club DATE: 07/15/16
ORG. CONTACT: Billy Crystal PHONE: 555-5555 E-MAIL ADDRESS: billyc@unm.edu

PAYMENT TYPE:
1. REIMBURSE UNM STUDENT OR EMPLOYEE 2. ON-CAMPUS VENDOR 3. OFF-CAMPUS VENDOR 4. OTHER
 PETTY CASH < \$100 CHECK ONE TIME MASTER OR INDIVIDUAL

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL

Payee Name: Billy Idol Complete one ID # as applicable to payee
Address: 4122 Desert Springs Drive UNM ID # 100000000
Albuquerque NM 87131 (UNM Student /Employee)
City State Zip SSN # _____ (Individual-NON-UNM)
Phone: 555-5555 E-mail: idol@unm.edu Federal Tax ID # _____ (Off-campus Vendor)

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional pages(s) if more space is needed)			
1) <u>Walmart - Refreshments</u>	<u>\$ 26.01</u>	4) _____	<u>\$ _____</u>
2) <u>Smith's - Spoons</u>	<u>\$ 2.89</u>	5) _____	<u>\$ _____</u>
3) _____	<u>\$ _____</u>	6) _____	<u>\$ _____</u>

REQUIRED FOR EVENTS:
NAME OF EVENT: Billy Club Recruitment Event DATE: 07/13/16
START TIME: 4pm END TIME: 6pm LOCATION: SUB Acoma A # of Attendees 3+ (IF < 21, ATTACH LIST OF ATTENDEES)

ACCOUNT NUMBERS TO CHARGE AND AMOUNTS (Fill-in all that apply)
ACCOUNT: 670 0 0 0 - 3130 \$ 26.01
ACCOUNT: 670 0 0 0 - 8060 \$ 2.89 TOTAL CHARGE AMOUNT → → → → → \$ 28.90
Index # Account-code Amount

EXPLANATION OF EVENT/PURCHASE: Bananas and fixings purchased to make banana splits for the club's annual summer recruitment and information event.

Billy Bob Johnston 7/16/16 Billy Crystal 7/16/16
Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!
SGAO OFFICE USE ONLY

COMMENTS: _____ Approved By: _____ Date: _____
Doc. Type: _____ Tracking #: _____

White- SGAO Yellow- Student Organization

- All events require a flyer.
- If under 21 attendees, a list of attendees is required.

- Explanation/Purchase:
- 5 W's
- Who, What, When, Where, & Why

BALANCE SHEET

You may request your balance sheet at any time.

670355 -Student Bar Assn. (PB Funds) Balance Sheet

As of the end of May 2022, 92% of Fiscal Year 2022

REVENUE					
ACCOUNT	ACCOUNT DESCRIPTION	BUDGET	SPENT	BALANCE	COMMENTS
0500	Event Revenue Gen	\$0	\$635	-\$635	
0720	Other Sales and Service Revenue	\$0	\$421	-\$421	
1000	Gifts Gen	\$0	\$500	-\$500	
1666	Intradepartmental Allocations	\$5,662	\$5,662	\$0	
1900	Reserves	\$0	\$9,445	-\$9,445	
Grand Total		\$5,662	\$16,663	-\$11,001	

EXPENSES					
ACCOUNT	ACCOUNT DESCRIPTION	BUDGET	SPENT	BALANCE	COMMENTS
3110	Books Periodicals Gen	\$0	\$100	-\$100	
3180	Food F&A Unallowable Gen	\$0	\$11,394	-\$11,394	
3190	Uniforms Apparel Gen	\$0	\$1,624	-\$1,624	
37Y0	Supply Costs F&A Unallowable	\$0	\$600	-\$600	
4080	Student Travel Gen	\$0	\$1,546	-\$1,546	
6350	Promotional Exp F&A Unallowable Gen	\$0	\$475	-\$475	
63A1	Event Fees	\$0	\$1,010	-\$1,010	
6920	Other Professional Services Gen	\$0	\$70	-\$70	
8000	Banking Fees Gen	\$0	\$368	-\$368	
8045	Interdepartmental Support	\$0	-\$1,140	\$1,140	
8060	Other Operating Costs Gen	\$5,662	\$0	\$5,662	
80K2	Foundation Surcharge	\$0	\$86	-\$86	
Grand Total		\$5,662	\$16,132	-\$10,470	

PB FUNDS SUMMARY	
Current Year	\$ 6,802
Prior Year	\$ 9,445
Expenses	\$ (14,657)
Balance Before Encumbrances	\$ 1,590
Expected expenses	\$ -
Available Balance	1,590.10

PB Funds Expected Expenses
TOTAL \$ -

Acct Code	DESCRIPTION	AMOUNT

SELF-GEN SUMMARY	
Deposits & donations	\$ 1,556
Expenses	\$ 1,475
Balance Before Encumbrances	\$ 81
Expected expenses	\$ -
Available Balance	80.70

SELF-GEN Expected Expenses
TOTAL \$ -

Acct Code	DESCRIPTION	AMOUNT



FOUNDATION SURCHARGE

An additional .5% charged to all expenses made from your SGAO account.

Charged monthly based on purchases.

This is automatically charged.

Make sure you have enough in your self-generated balance to cover the surcharge if you spend from self-gen.

SELF-GENERATED FUNDS

Deposits



Cash and Checks

Examples:

- Membership dues
- Bake sales
- Apparel sales
- Fees
- Raffles



The transfer of funds from another University department into your account is not considered self-generated funds and must be spent according to transfer instructions.

SELF-GENERATED FUNDS

Donations

SGAO cannot accept donations or sponsorships <\$500.

Should be made using your SGAO account number at the UNM Foundation Office.

If you need immediate access to these funds, bring a copy of deposit receipt to SGAO.

SELF-GENERATED FUNDS

Any funds that are deposited into your UNM account become subject to most UNM policies. However, there are exemptions for items such as gifts, flowers, donations to non-profit organizations, etc. when using self-generated funds.

Ask SGAO prior to making these sorts of purchases to ensure they are allowable.

Please refer to:
<http://www.unm.edu/~ubpm/ubppmanual/4000.htm>

A FEW THINGS

Unallowable Expenditures

- Political contributions to individuals or organizations.
- Payments to UNM employees outside of Payroll.
- Awards/Gifts to UNM employees.
- Gifts to students.
- Alcohol.
- Deposits or Advance Service Purchases

Gift Cards / Incentives

- Gift/s Card purchases **MUST** be made directly by an SGAO accountant. **We CANNOT reimburse these types of purchases.**
- Gift/s Cards CANNOT be given to University employees or individuals NOT associated with UNM, e.g., guest speakers in lieu of Honorarium payment.

Honorarium

- Payable to an individual of special achievement or renown.
- Payment does not constitute compensation.
- Must be paid by Check!
- Cannot be paid to UNM employees or students.

TYPES OF TRANSACTIONS

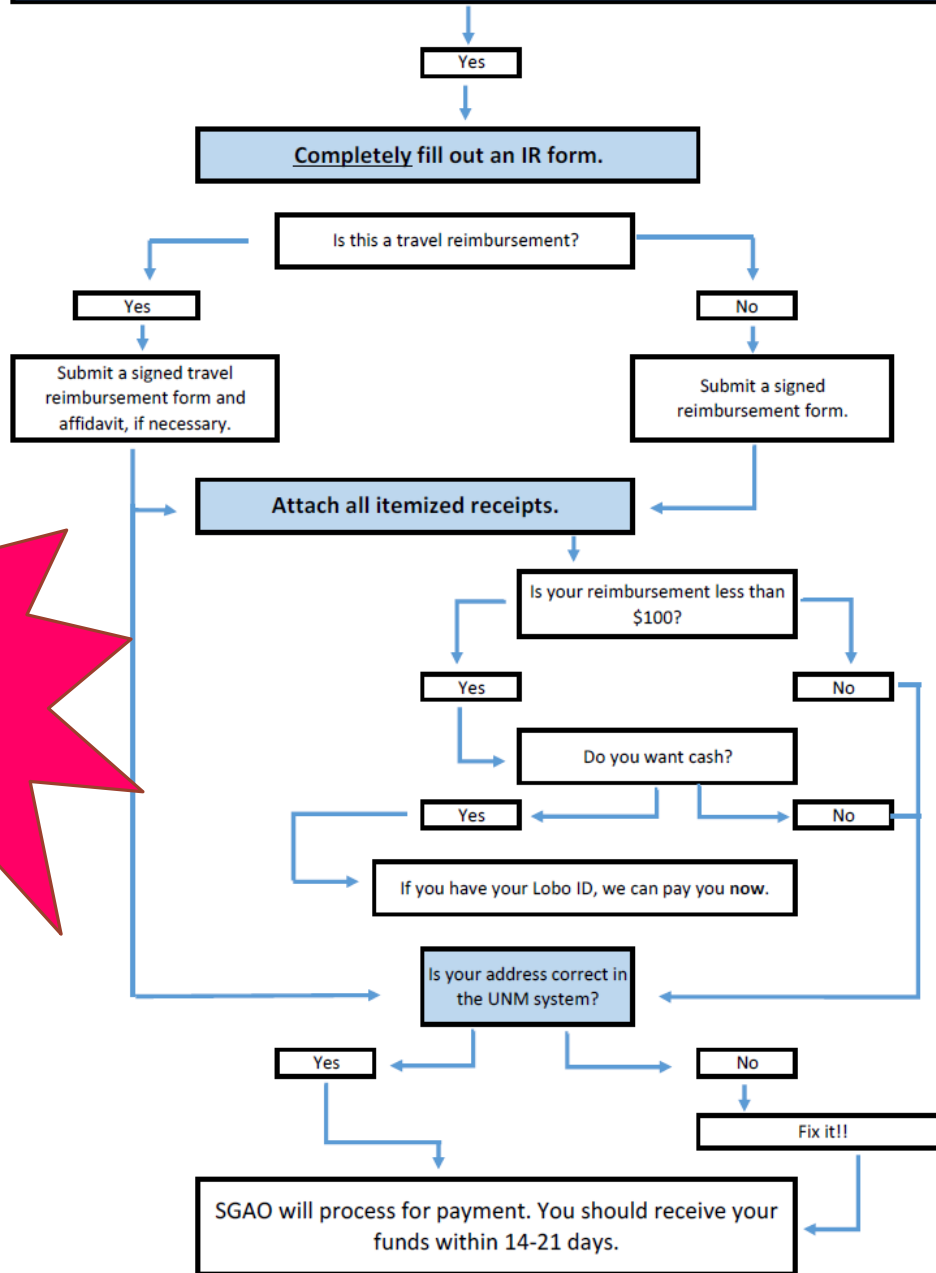
Reimbursements

- Person pays out of pocket and submits **original** receipts, IR, and Reimbursement signature form for reimbursement. **You should verify that your purchase can be reimbursed before you move forward.** Services can be confusing and are not eligible for reimbursement

Purchases

Submit IR.
SGAO makes purchase for you and charges your account directly.
If you are placing an online order, YOU may place the order directly and SGAO can pay with a PCard.

ARE YOU REQUESTING A REIMBURSEMENT?



Bank statements are not acceptable as receipts!

REIMBURSEMENTS

Reimbursements should be submitted to SGAO *no later than 30 calendar days after making the purchase.*

Your reimbursement may be subject to tax if submitted 60 days after the purchase date. Any receipts 180 days or older will not be reimbursed!

Reimbursements cannot be done for **services** or for purchases from foreign companies.

Services include any rentals, custom printing (T-shirts, banners, lapel pins, pens & pencils, stickers, etc.) D.J.s, Web services, speakers, & Coaches & Trainers, etc.

Reimbursements should only be made to UNM students and UNM employees.

Must submit original and itemized receipts showing the items purchases and method of payment (cash or card).

Reimbursement signature form must accompany receipts and the signed IR in order to receive your reimbursement.

TYPES OF REIMBURSEMENTS



Petty Cash
(up to \$100)



Check or
Direct Deposit

PETTY CASH

Paperwork timeline: Same day

Method of payment: Cash

Purchase must be under \$100

Must have original, itemized receipt. No exceptions!

Only good for:

- **Goods straight off the shelf**

- Cannot reimburse tax.
- To avoid paying tax, use tax exemption notice (located at the back of booklet).

- **Restaurant receipts**

- Must have the itemized receipt.
- Can include tax and tip (tip cannot exceed 20%).
- If you purchase alcohol, please do not include on food receipt. You cannot be reimbursed for alcohol purchase!

Person who made the purchase must be present in order to receive cash reimbursement.

Electronic submission of Petty cash receipts are no longer allowed!

Unallowable Petty Cash Expenditures include, but are not limited to:

- ▶ Salary payments
- ▶ Travel costs (Conference fee's, hotel, gas, per diem, food, etc)
- ▶ Outside Services (Must be paid with PCard or PO due to tax reporting requirements)
- ▶ Expenses generally prohibited by the University - Examples
- ▶ Personal advances, loans, or IOU's
- ▶ Expenses without a valid University business connection (ex. Personal Benefit)
- ▶ Cashing of personal checks
- ▶ Gifts of any type (Farewell, Sympathy, Congratulations, Retirement, etc.)
- ▶ Reimbursement for stolen or damaged personal items
- ▶ Prepayments
- ▶ Fed-Ex, UPS, DHL, etc., mailing out (use P-card)
- ▶ Photographic service other than basic photo developing and digital prints
- ▶ Printing services other than basic photocopying
- ▶ New Mexico Gross Receipts Tax on the purchase of goods
- ▶ Keys (UNM Lock Shop should be used for all keys, including file cabinet)
- ▶ Video rentals
- ▶ Vehicle fuel (except for UNM vehicles).

SAMPLE PETTY CASH REIMBURSEMENT

STUDENT GOVERNMENT ACCOUNTING OFFICE (SGAO)
STUDENT UNION BUILDING 1018 • MSC 03 2210 • (505) 277-7888 • Fax: (505) 277-2987
Email: sgao@unm.edu • website www.unm.edu/~sgao

INTERNAL REQUISITION

ORGANIZATION: The Billy Club DATE: 07/15/16
ORG. CONTACT: Billy Crystal PHONE: 555-5555 E-MAIL ADDRESS: bilyc@unm.edu

PAYMENT TYPE:
1. REIMBURSE UNM STUDENT OR EMPLOYEE 2. ON-CAMPUS VENDOR 3. OFF-CAMPUS VENDOR 4. OTHER
 PETTY CASH - \$100 CHECK ONE TIME MASTER OR INDIVIDUAL

PAYEE INFORMATION: (check all that apply) STUDENT FACULTY/ STAFF/ RA, GA, TA, PA FOREIGN NATIONAL

Payee Name: Billy Idol Complete one ID # as applicable to payee

Address: 4122 Desert Springs Drive UNM ID # 10000000
(UNM Student / Employee)

Albuquerque NM 87131
City State Zip SSN # _____ (Individual-NON-UNM)

Phone: 555-5555 E-mail: idol@unm.edu Federal Tax ID # _____
(Off-campus Vendor)

DESCRIPTION OF ITEMS/RECEIPTS TO BE PURCHASED OR REIMBURSED (Attach additional page(s) if more space is needed)

1) <u>Walmart - Refreshments</u> \$ <u>2.60</u>	4) _____ \$ _____
2) <u>Smith's - Spoons</u> \$ <u>2.89</u>	5) _____ \$ _____
3) _____ \$ _____	6) _____ \$ _____

REQUIRED FOR EVENTS:

NAME OF EVENT: Billy Club Recruitment Event DATE: 07/15/16
START TIME: 4pm END TIME: 6pm LOCATION: SUBAcoma A # of Attendees 34 (IF <21, ATTACH LIST OF ATTENDEES)

ACCOUNT NUMBERS TO CHARGE AND AMOUNTS (Fill-in all that apply)

ACCOUNT: 670 0 0 - 3150 \$ 2.60

ACCOUNT: 670 0 0 - 8060 \$ 2.89 TOTAL CHARGE AMOUNT → → → → \$ 28.90
Index # Account-code Amount

EXPLANATION OF EVENT/PURCHASE: Bananas and fixings purchased to make banana splits for the club's annual summer recruitment and information event.

Billy Bob Johnston 7/15/16 Billy Crystal 7/15/16
Authorized Signature Date Authorized Signature Date

Note: Payee cannot authorize his or her own reimbursement!

SGAO OFFICE USE ONLY

COMMENTS: _____ Approved By: _____ Date: _____
Doc. Type: _____ Tracking #: _____

White- SGAO

Yellow- Student Organization

Student Government Accounting Office Reimbursement Form for Goods & Food Purchases

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source.

Reimbursements:

If the payment being requested on this form represents reimbursement to a UNM employee, by signing below, the employee acknowledges that any expense incurred greater than sixty (60) days before receipt of this form by Financial Services will be considered additional taxable compensation per IRS regulations and hereby authorizes all applicable taxes to be withheld from their next paycheck.

\$28.90

Total Amount of Request

Billy Idol

Payee's Name

The Billy Club

Organization Name

10000000

Banner ID #

Billy Idol

Payee's Signature

7/15/16

Date

***** DO NOT use this form for Travel Reimbursements *****

CHECK / DIRECT DEPOSIT

Paperwork timeline: 14-21 days

Reimbursements over \$100

- Can be under \$100 if payee chooses to receive a check instead of coming in for petty cash.

Only good for:

- Goods straight off the shelf
 - Cannot reimburse tax.
 - To avoid paying tax, use tax exemption notice (located back of booklet).
- Restaurant receipts
 - Must have the itemized receipt .
 - Can include tax and tip (tip cannot exceed 20%).
 - If you purchase alcohol, please do not include on food receipt. You cannot be reimbursed for alcohol purchase!

PURCHASES MADE BY SGAO

On-line purchases

- Any on-line vendor
- If you want SGAO to make online purchases, please schedule an appointment with your assigned accountant. YOU may come to SGAO & place your order; your accountant will make payment via PCard.

Bookstore

- Office supplies, etc.
- Do not go straight to the Bookstore.
- SGAO will issue a Bookstore Requisition approving the purchase and verify the availability of funds.

On-Campus Vendor Lobo Cash Card

- Food purchases from vendors in the SUB.
- You do NOT have to pay out of pocket!
- You can pay with Lobo Cash Card (ask your Accountant)
- Your Accountant can pay with their Pcard.

On-Campus Vendor

- UNM Catering, SUB Eatery, Daily Lobo, PPD

On-Campus Vendor Copy Center

- Must either pay out of pocket (reimbursement) or have SGAO use PCard.
- Please only use them as a last resort!!!

Services Vendor (Off campus vendor)

- Rental agreements & contracts
- We can NOT reimburse for services; SGAO must make payment and have UNM Purchasing sign the contract

UNM CATERING

You must make sure your organization submits paperwork **14 days prior to event** for UNM Catering to process your order.

DO NOT place your organization's order directly with UNM Catering. SGAO must verify the availability of your funds prior to purchase. Once funds are verified, you will place the order.

Fill out and submit the IR form to the SGAO.
Payment will be made directly by the SGAO.

- UNM Catering will charge a \$35 delivery fee.
- You will not be charged if you pick up your own order.

PROFESSIONAL SERVICES VENDORS

Important

- Students **SHOULD NOT** pay for any services with personal funds.
- All services **MUST** be pre-approved by UNM prior to payment.
- Contracts or agreements should **not** be signed by student group!

Very Important

- UNM students may be contracted for services, e.g., DJ, photography, musical performance, etc., however, due to University policies, payment will be processed via scholarship, which may result in the payment being applied to the student's outstanding balance in the Bursar's Office.
- If no balance exists, a check / direct deposit will be processed.

Instructions

- Fill out and submit the IR form to SGAO.
- Fill out and submit the IR form to SGAO
- Be sure to include the federal tax ID/SSN and correct address.
- Some vendors may be required to fill out a W-9 form.
- Include invoice or **UNSIGNED** contract/agreement from the vendor.

Professional Service vs. Honorarium

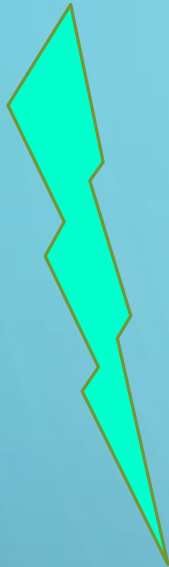
Prof. Service

- DJ's & musicians.
- Cultural Performers (Lion dancers, indigenous prayer dancers, ceremonial dancers, curandero/a, etc.
- Custom Printing (T-shirts, banners, lapel pins, coffee mugs/tumblers, bags/totes, etc.
- A person teaching while a UNM professor is on sabbatical or leave.

Honorarium

- A person of special or renowned status invited as a guest speaker.
- Ph. D or professor from another University.
- Cultural leaders or elders.
- Brian Urlacher could be a guest coach at UNM's annual summer football camp.
- The President of the Navajo Nation Jonathan Nez could guide a group on a tour of the Navajo nation and educate them on the history.

PROFESSIONAL SERVICES CHECKLIST



This form is mandatory!!



Professional Services Checklist

Date: _____

Name: _____
Business Name (if different): _____

MANDATORY: Attach completed W-9 form

Business Purpose / Name of Event: _____

Date of Event: _____

Amount of Payment: _____

Payment Method:
_____ Present check day of performance
_____ Mail check
_____ P-Card
_____ Other

Important:

- Students SHOULD NOT pay for services with personal funds.
- All services MUST be pre-approved by UNM prior to payment.
- Contracts or agreements SHOULD NOT be signed by student group!

This form MUST be completed and submitted prior to any expenditure of funds!

APPROPRIATION

What is it?

- ❑ **The appropriation process is different and separate from the spring budget process.**
- ❑ A Chartered Student Organization may request funds for:
 - ❖ Unforeseen expenses (conferences, events, etc.).
 - ❖ One-time capital outlays (computers, large equipment, etc.).
- ❑ GPSA recommends the grants process for travel funding.

Important

- ❑ A chartered student organization may receive up to **two** appropriations per semester from GPSA.
- ❑ The process will take approximately 3 - 5 weeks to complete if all forms are submitted by the appropriate deadlines.
- ❑ Funds allocated during this process must be spent within the same fiscal year (July 1 - June 30) they are allocated.

Process

- ❑ A representative from your organization **must** attend the GPSA Finance Committee meeting to explain the need for the requested funds.
- ❑ If the Finance Committee approves the appropriation, it will go on to the next full Council meeting for a vote.
- ❑ If the Finance Committee does not approve the appropriation, the process ends here.

TRAVEL



All international travel **MUST** be pre-approved by the Global Education Office **before** we will make any travel arrangements for your student organization.



Prior to arranging travel, ***schedule an appointment with the SGAO*** to discuss pre-payment options available for:

- Conference fees
- Airline reservations
- Hotel accommodations (≤ 50 miles from ABQ are not allowed)



Reimbursements can only be made to UNM students, UNM employees and official guests of the University.

TRAVEL (CONT'D)

Travel Reimbursement Checklist

Original itemized receipts for all expenditures being claimed for reimbursement must be provided.

***** All receipts MUST show method of payment. *****

Travel MUST BE completed prior to reimbursement.

✓ Airline Ticket Receipt and Itinerary

Reimbursement will be processed upon receipt indicating that payment in full has been made.

- It is preferable that airline tickets are paid, in advance, by an accountant in SGAO.
You may contact your SGAO accountant to set up a time to purchase your airline tickets.

✓ Itemized Hotel Receipt

Reimbursement will be processed upon receipt indicating that payment in full has been made.

- It is preferable that hotel charges are paid, in advance, by an accountant in SGAO.
You may contact your SGAO accountant to set up a time to purchase your airline tickets.
 - Reimbursements are allowed for room and tax charges ONLY.

✓ Ground Transportation

Reimbursement will be processed upon receipt indicating that payment in full has been made.

- Original rental car receipt.
- Fuel receipts.
- Original receipts for cab fare, Uber, parking, tolls, etc.
- If driving and claiming mileage, you will be reimbursed at either ASUNM or GPSA rates, depending on how your group's affiliation.

✓ Meal Expenses

- Provide ITEMIZED receipts for all meals being claimed.

✓ Conference/Event Registration

Reimbursement will be processed upon receipt indicating that payment in full has been made.

- You may choose to contact your SGAO accountant to set up a time to purchase your conference registration.
- Attach a conference agenda.

Important: If you are paying for others who are NOT seeking reimbursement, each individual must sign an AFFIDAVIT stating they will not seek reimbursement for any expenses related to the specific travel for which you are seeking reimbursement.

Student Government Accounting Office TRAVEL REIMBURSEMENT FORM

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above expenses has been completed for the stated UNM Business Purpose.

Destination: Los Angeles, CA

Departure Date & Time: 2/8/17 @ 7am Return Date & Time: 2/11/2017 @ 9pm

Lodging / Hotel Name: Marriott - Los Angeles Downtown

Lodging / Hotel Address: 333 S. Figueroa St., Los Angeles

Total Amount of Request: \$437.61

Jimmy Fallon
Printed Name

The Comics Club
Organization Name

100000000
Banner ID #

Jimmy Fallon
Signature

2/21/2017
Date

NECESSARY FOR **ALL** TRAVEL REIMBURSEMENTS

List of Don'ts

- **Don't** sign your own reimbursement Internal Requisition (IR) form.
- **Don't** spend unapproved funds.
- **Don't** spend funds until they are in your SGAO account.
- **Don't** pay taxes for goods.
- **Don't** drop by the SGAO unannounced to schedule travel or payment arrangements. *Please schedule an appointment with your accountant.*
- **Don't** pay for Professional Services (Customs printing, DJs, photographers, etc.) with your own funds.
- **Don't** purchase gifts or gift cards.
- **Don't** confuse Honorarium with Professional Services.
- **Don't** offer gift cards in lieu of an Honorarium payment.
- **Don't** request a reimbursement for something another group member purchased. *The person incurring the cost is the person that should be requesting the reimbursement.*

Next Steps to access your money at SGAO:

- Download and review the SGAO Spending Guide
- Take the PB Funds Workshop Quiz
 - You must score 100% on the quiz to receive credit for completing the PB Funds Workshop and be able to access funds in your account at SGAO.
 - At least 2 officers must complete the quiz to be able to access funds in your account at SGAO.

Both the SGAO Spending Guide and the PB Funds Workshop Quiz are available on the sgao.unm.edu website under Spending Workshops link.