



## Student Organization Reimbursement Form

**Don't Forget! You will also need:**

- The itemized receipts with vendor's name and address that shows payment has been made
- A completed "Food Justification Form" if food or consumable items were purchased
- A completed "Non-Employee Payment Form" for the person being reimbursed
- A copy of an advertisement, email listserv announcement, or social media post that advertised the program/event
- The person receiving the reimbursement must be registered as a supplier at <https://suppliers.uga.edu>

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### Submitter's Information:

Student Organization: \_\_\_\_\_ Org's Department ID: \_\_\_\_\_

*(also known as Account Number, starts with 57)*

Your Name: \_\_\_\_\_ Your Phone #: \_\_\_\_\_

### Event/Program Details:

Event/Program Title: \_\_\_\_\_

Location of Event/Program: \_\_\_\_\_

Date of Event/Program: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

# of Receipts Submitted with this Form: \_\_\_\_\_ Total Amount (\$) of All Receipts: \_\_\_\_\_

Amount (\$) Spent on Food/Consumable Items: \_\_\_\_\_ Amount (\$) Spent on Non-Food Items: \_\_\_\_\_

### Reimbursement Details:

Who is being reimbursed? \_\_\_\_\_

*(full name as it appears in UGA's Supplier System)*

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Mailing Address from UGA's Supplier Registration:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*The reimbursement check will be mailed to this address.*