

STUDENT/FACULTY ENRICHMENT FUND REQUEST FOR REIMBURSEMENT

FOR AN OUT-OF-CLASS STUDENT/FACULTY GATHERING

For Student/Faculty Enrichment fund guidelines, visit [here](#)

Faculty Member's Name _____ Email _____

Course Prefix/Number _____ Number of participants _____

Date of activity _____ Location of activity _____

Explanation of expenses

Total Reimbursement Requested** _____

(**May not exceed \$10.00 per student; amounts over \$500 require prior approval.)

I affirm that the requested reimbursement is a proper charge and I have not been reimbursed nor will I file for reimbursement from any other source for the stated expenses.

Faculty Member Signature Date Name of Department

Signature of Department Head Date

Faculty member (or delegate) must initiate an expense report in the UGA Financial Management System. For "Business Purpose" select **Non-Travel Reimbursement**; for "Description" type **Faculty Enrichment Fund**, and **use expense type "E"** (Entertainment). Please use accounting tag (speedtype) **57SFEF**. This should take care of all chart fields including the budget reference.

Required Supporting Documents:

- This reimbursement form with all signatures
- Entertainment Form
- Official class roster from eLc (no exceptions) **with 81X numbers redacted**
 - Please do not use spreadsheets or sign-in sheets
 - Circle the names of those students in attendance
- Itemized receipts; credit card receipts alone are not acceptable
 - Please make sure receipts are legible
 - Do not include personal items or alcohol
 - Please retain your original receipts until after you have received your reimbursement

To ensure proper reimbursement, this completed form and all required supporting documents are due within three weeks of the event or by the close of the budget year.