

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 \$14.00 per person who attends the event - no exceptions.)

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

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 "F"** Business 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 signature
- Official class roster from eLc (no exceptions) **with 81X numbers redacted**
 - Students should sign by their name signifying their attendance to the event
 - Do not use sign-up/RSVP sheets
- Itemized receipts; credit card receipts alone are not acceptable-**DO NOT PAY IN CASH**
 - Please make sure receipts are legible
 - Do not include personal items in your purchase
 - Alcohol is strictly prohibited
 - 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 two weeks after the event or by the end of the semester in which you held your event, whichever is sooner. Failure to submit timely will result in forfeiture of funds.