

TO: Tier II Graduate Organization contacts
FROM: Ian Yue, GSS Treasurer
SUBJECT: Reimbursements for Tips
DATE: August 30, 2012
CC: File, GSS Executive Committee, Bethany Desjardin, Bing Xu

As part of a continuous attempt to enhance fiscal oversight, the University of Connecticut Student Activities Business Office (SABO) has informed the Graduate Student Senate (GSS) of a new stipulation regarding reimbursement requests for expenses for which a tip — beyond the actual price of the purchased good or service — is physically written on a receipt, bill, or contract. A common example of such an expense is a dine-in restaurant food purchase.

This memo serves as an official notification of the following:

Effective today, any reimbursement request submitted to GSS that

- a) includes an expense for which a tip was written on the receipt, bill, or contract, and
- b) was paid for using a debit or credit card

must include, as part of the submitted reimbursement paperwork, a printed copy of the corresponding bank or credit card statement that shows this transaction. The statement transaction and the expense listed on the submitted receipt/bill/contract should match in terms of date, vendor name, and amount charged (inclusive of tip). The statement should also include the purchaser's name and preferably also the bank/credit card name.

Bank/credit card statements need not be the official monthly statement issued by the bank. For the purposes of a timely reimbursement request submission, you may print out a temporary statement from your online bank/credit card account, as long as the required information is present on this printed document.

Additionally, for the sake of privacy, you may “black out” all non-relevant transactions and information on the submitted bank/credit card statement.

Any questions regarding this guideline can be forwarded directly to the GSS Treasurer.