TO: Tier II Graduate Organization contacts

FROM: Ian Yue, GSS Treasurer

SUBJECT: Reimbursement Request Limitation

DATE: June 19, 2012

CC: File, GSS Executive Committee

It has been brought to my attention that some Tier II Graduate Organization contacts were unaware of a reimbursement request limitation set in place by the University of Connecticut Graduate Student Senate (GSS) "Finance Policies and Procedures" (FPP), as ratified by the GSS on September 21, 2011. This memo serves an official notice and clarification of this limitation.

According to Section 7.5 of GSS FPP,

"All disbursement of Senate funds will be made according to policies set forth by the Campus Activities Business Office."

As a Tier III Organization, the GSS is bound by the "Policies and Procedures for Tier III Organizations" (PPTTO), set forth by the University of Connecticut Student Activities Business Office (SABO), effective August 24, 2011. According to the PPTTO Part II, Section III.B.9, with regards to reimbursements,

"Properly completed check requests and supporting documentation demonstrating proof of payment for out of pocket expenses by representatives of the organization must be submitted to SABO within 30 days of the date of the expense."

What this means for any individual or entity seeking reimbursement from GSS: GSS will <u>not</u> process any reimbursement request that is received by the GSS Office beyond 30 days of the date of the expense.

If there exists extenuating circumstances that would disallow an individual or entity to abide by this limitation, the individual or entity must contact the GSS Treasurer within 30 days of the date of the expense, explaining such circumstances. In these situations, the GSS Treasurer will make a final decision regarding the outcome of the reimbursement request.

Please be advised that GSS will hold to a strict interpretation of this policy beginning July 1, 2012, 12:00am EDT. Please ensure that all reimbursement requests submitted to GSS on or after this date adhere to this policy.