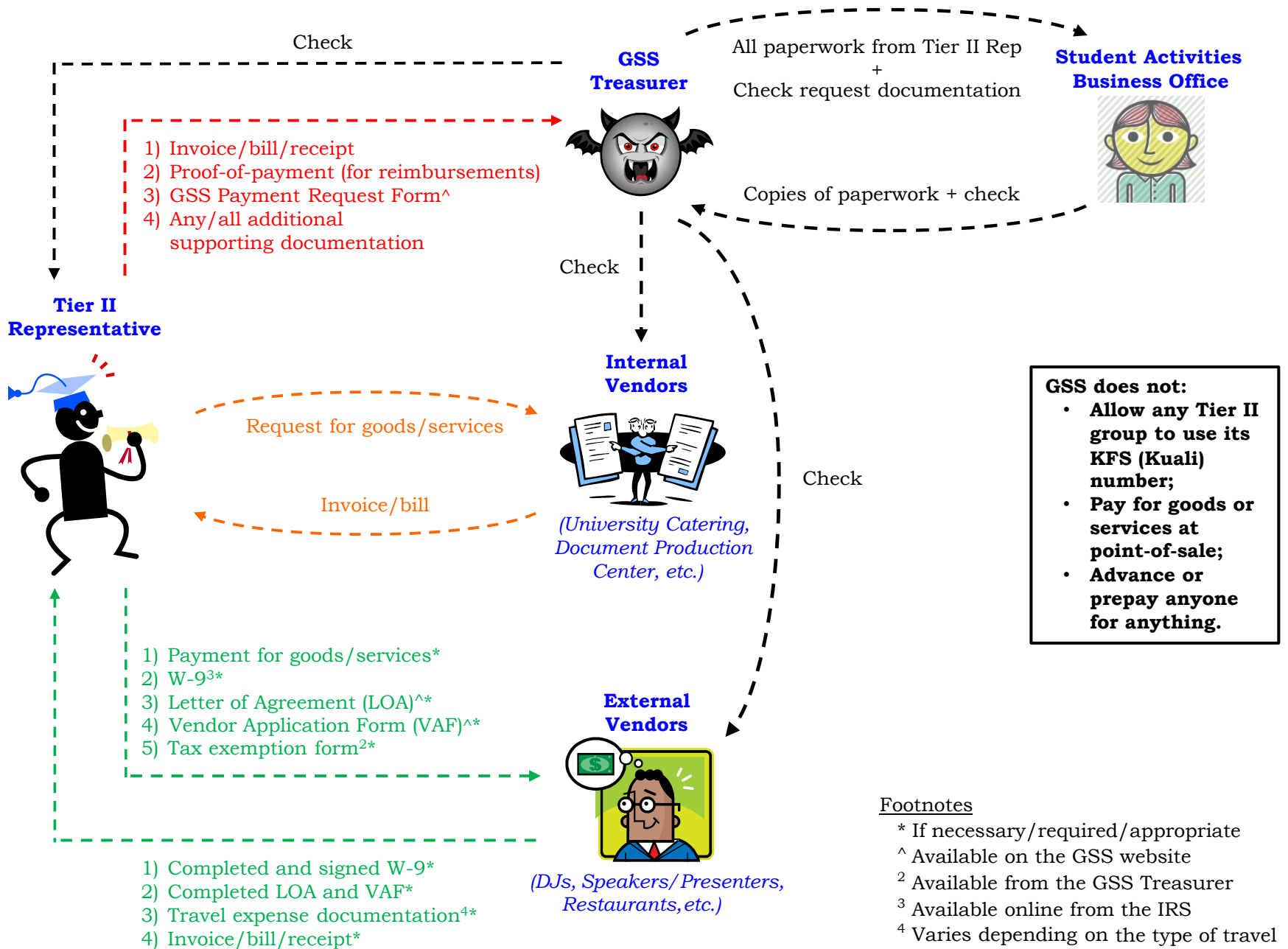


GSS Reimbursement and Direct Payment Process

Last Updated:
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Required Documentation for Reimbursement or Direct Payment by GSS

GSS is able to pay for Tier II graduate organization expenses in two ways:

1. Reimbursement
2. Direct Payment

Regardless of the form of payment you are requesting, you must ALWAYS submit a *GSS Payment Request Form*¹, along with all the necessary documentation, in order to receive payment for expenses.

Please refer to the below sections to determine the documentation required to receive reimbursement or direct payment for an expense.

REIMBURSEMENT

If you are requesting reimbursement for a purchase of goods or services, a **proof-of-payment** must be provided. Proof-of-payment includes an itemized receipt that indicates that the payment was made, plus one of the following:

If the purchase was paid by credit, debit, or benefits card...

- A photocopy of the card used to make the purchase (with all but the last four digits of the card number and the individual's name redacted)
- or*
- A printed bank/credit card statement that shows the transaction (with the matching date, vendor, and amount) and the purchaser's name. **This is required for all purchases in which a "tip" is written on the receipt.**

If the purchase was paid by check...

- A copy of the canceled check used to make the purchase

If the purchase was paid in cash...

- Signature of and written statement by the vendor, verifying that the purchase was paid in cash by the payee (if the vendor has an ink stamp, please also include the stamp)
- Printed name and signature of the payee, verifying that the purchase was paid in cash by the payee

If you are requesting reimbursement for mileage driven, please provide the following documentation:

- Google Maps or MapQuest map of the distance traveled
- Proof of automobile insurance coverage including the amount (ID card is not sufficient)
- Written statement indicating the purpose of travel (if not already noted elsewhere)

Please note: A rental car or plane ticket purchase falls under a purchase of goods or services.

¹ This form, along with all other forms mentioned on this worksheet (W-9, Letter of Agreement template, and Vendor Application Form) are available on the "Funding" page on the GSS Website (<http://gss.uconn.edu/funding.html>)

If you are requesting reimbursement for contractual services (e.g. honorarium, DJ, rental), please provide the following documentation in addition to the proof-of-payment:

If the contractual service does not involve an invoice (e.g. honorarium)...

- Completed and signed W-9 Form
- Completed Letter of Agreement², signed by your organization's CFO
- Completed Vendor Application Form

Please note: A signed contract from the vendor can be substituted for the Letter of Agreement.

If the contractual service involves an invoice (e.g. rental)...

- Completed and signed W-9 Form
- Completed Vendor Application Form

Please note: Contractual services provided by vendors affiliated with the University (e.g. Nathan Hale Inn, UConn Alumni Association) do not require W-9 or Vendor Application Forms.

If you are requesting reimbursement for purchases of awards and prizes³, please provide the following documentation for each award or prize in addition to the proof-of-payment:

- The printed name, PeopleSoft ID number, and phone number/email address of the award/prize recipient
- A signed statement by the award/prize recipient that he or she received the award/prize and is a currently-enrolled University of Connecticut graduate student
- Description of the selection criteria used to determine who would receive the award/prize

DIRECT PAYMENT

If you are requesting direct payment for goods or services, please provide the following documentation:

- Bill or invoice from the vendor

If you are requesting reimbursement for contractual services (e.g. honorarium, DJ, rental), please provide the following documentation:

- Completed and signed W-9 Form
- Completed Letter of Agreement, signed by your organization's CFO
- Completed Vendor Application Form

Please note: Contractual services provided by vendors affiliated with the University (e.g. Nathan Hale Inn, UConn Alumni Association) do not require W-9 or Vendor Application Forms.

² Your organization may choose to use the GSS Letter of Agreement template or draft your own Letter of Agreement.

³ Please note that "awards and prizes" are different from "raffles". Prizes (specifically, door prizes) are items that are given away either to everyone who attends an event or to certain individuals who are selected randomly. Awards are items given to individuals who win a legitimate "game of skill". Raffles connote that individuals had to purchase a ticket — or otherwise provide some form of payment — to be eligible to receive the item. ***There are no circumstances in which GSS funds may be used to reimburse raffles.***