

# GSS REIMBURSEMENT REQUEST FORM

## TIER II ORGANIZATION INFORMATION

Tier II Org Name:			
Officer contact:	Name:	Email:	Phone:
Event Request:	Event Date:		
Person To Be Reimbursed:			

## TIER II ORGANIZATION CHECKLIST (IN THIS ORDER)

	Items Required:	Notes:
<input type="checkbox"/>	Approved minutes for motions	Minutes from the meeting showing Senate approval of the budget or special allocation. (Can be found on GSS website)
<input type="checkbox"/>	(Relevant) Budget Printout	Just print out the approved budget for your Organization only. (Use the version on GSS website); Or special allocation form.
<input type="checkbox"/>	Organization Roster	Print out from UConn the list of registered members.
<input type="checkbox"/>	GSS Payment Request Form	Found on the GSS website. Write neatly or else I can't read your handwriting.
<input type="checkbox"/>	Flyer/advertisement	Print out the flyer/advertisement for your event.
<input type="checkbox"/>	Attendance	MUST INCLUDE NETID OR Peoplesoft #. Do not collect UCONN email.
<input type="checkbox"/>	Invoice (Direct payment only)	Only required if vendor has not been paid, and this is a request for GSS to pay the vendor directly.
<input type="checkbox"/>	Receipt of Payment (Reimbursement only)	Only required for reimbursements; The ORIGINAL receipt must be submitted, with itemized costs.
<input type="checkbox"/>	Proof of Payment (Reimbursement only)	If paid with a CC, then a picture of the CC with only the last 4 digits showing, and the holder name.
<input type="checkbox"/>	Travel: Map for distance, Insurance	Only required if relevant.

## GSS ORGANIZATION CHECKLIST

<input type="checkbox"/>	Transmittal	To be filled out by GSS Treasurer upon receipt of completed package (With all of above materials) from Tier II group requesting funding.
<input type="checkbox"/>	Disbursement Request Signed	Requires 2 signatures from authorized signers from GSS E-Board.
<input type="checkbox"/>	Contractual Services (W-9, Vendor Form)	GSS will send out request to vendor directly to fill out business details on PaymentWorks.