

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	Print out the approved budget for your Organization only; plus special allocation form, if necessary. (Use the version on GSS website)
<input type="checkbox"/>	Organization Roster	Print out from UConn contact 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"/>	Appropriate advertisement	Appropriate advertisement for your event. Include info: what, where, when, for whom etc. (any w questions) IN DETAIL
<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 to request GSS to pay the vendor directly. Needs to say "invoice" and have correct info : what, when, for what, how much (itemized bill).
<input type="checkbox"/>	Receipt of Payment (Reimbursement only)	Only required for reimbursements; The ORIGINAL receipt must be submitted, Taped on an A4 sheet , 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 . Redact everything else!
<input type="checkbox"/>	Travel: Map for distance, Insurance, License	Only required if relevant.

COMMENTS ON MISSING / SUBSTITUTE DOCUMENTS

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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 Huskybuy.