Reimbursement Information for
USG Sponsored Clubs & USG Executive Board

HOW TO BE REIMBURSED:

Submit the following items to the USG Treasurer within a week (7 days) of purchase:

- Valid Receipt (Itemized, dated, and name of vendor) stapled or taped onto an 8"x11" piece of paper
  - 8"x11" piece of paper may be scrap paper
- A completed EXP2000S or IND4000 Form

Receipts must be received within a week of purchase in order to expedite the process; otherwise the reimbursement will be delayed. If you are not able to personally hand your forms to the treasurer, slide them under the door of the USG office on the 3rd floor of Pless Hall and then email him/her to inform him/her that the forms are there.

1. Students seeking cash reimbursement for **$150 or less** will receive cash, and must fill out **EXP2000S**. As long as each receipt is under $150 you will be reimbursed in cash. You can have multiple receipts on one request less than $150.

If your reimbursement is for **over $150**, you will receive a check mailed to the address given on the **EXP2000S Reimbursement Form**.

Fill out:

1. Your Name
2. Address
5. Student ID Number (N#)
10. Total amount of reimbursement
11. Description
   - i.e. Refreshments for the Communications Club’s first meeting on 9/21/2010
12. Signature of payee, e-mail, telephone and date.

Once the form is approved, the payee can pick up cash reimbursements at 25 West 4th Street, 1st floor under the “Petty Cash” desk. The person behind the counter will ask for the payee’s NYU ID, and then the student will sign the reimbursement form, turns it in and receive petty cash.

*Note: The USG Treasurer does not handle the sending of the check; he/she is only responsible for turning in the forms to the office of Accounts Payable to process and then Accounts Payable is responsible for sending the check.*
2. Students who are **NOT employed** by NYU (i.e. you do not hold a work study, part time, full time job), and are seeking reimbursement for over **$150** must fill out **IND4000 Reimbursement Form**.

Fill out:
- 1. Residency status
- 2. Social Security number
- 4. Name
- 5. Address
- 15. Description
  - i.e. Refreshments for the Communications Club’s first meeting on 9/21/2010

**RECEIPTS/PROOF OF PAYMENT:**

Definition of a “**valid receipt**”

*Note: *USG will only accept itemized receipts and any receipt seeking reimbursement for alcohol will NOT be reimbursed.*

Regardless of what you are requesting (Cash or Check) an **ITEMIZED** proof of payment must be attached. If you have an invoice and the invoice has a total remaining listed, NYU will require a cancelled check or a credit card statement to show proof of payment. All invoices must have an invoice number.

You will not be reimbursed if your expense/event does not show up on your budget proposal that you have submitted. If you are going to do a new program that was not on the original proposal, **even if it is for the same amount of money**, you must submit a new budget proposal with the reimbursement form.

Please talk to the USG Treasurer if you have any other questions. To save time, please make sure you have **all the necessary forms filled out before submitting receipts or your forms will be returned to you**.

**OTHER PAYMENTS:**

If your group is ordering Give-A-Ways, hosting a speaker, DJ, or some other service, a purchase order or contract may be required. Please see the USG Treasurer as soon as possible for more information.

Last Revised: 09/21/2010