

## Student Organization Reimbursement Checklist ☒

**Please use this checklist when submitting Reimbursement Requests to Student Government:**

☐ **Complete “Reimbursement Request” Form (must be signed and dated):**

- [Click here to access Student Government Resources and Forms](#)

**Required Information for Receipts/Payments:**

- ☐ Date and Location of Purchase
- ☐ Itemized receipt (list of everything that was purchased) or itemized Invoice
- ☐ Payment method details
  - If paid by credit card, must show last 4 digits of card
  - If paid by check, go to online banking to download image of check and bank processing information (showing it cleared the bank).
  - If paid by cash (not recommended), receipt from the business/vendor must clearly show cash as the payment method.
- ☐ Gift cards cannot be used as payment (not reimbursable).
- ☐ For travel to club events, conferences, tournaments, etc. include copy of event information (brochure, website information, etc.). This should include the name of event, dates, location, and description.
- ☐ For Hotel Payments,
  - Itemized receipt that shows a \$0.00 balance is required, including the last 4 digits of the card number. If booking was done via an external booking agency (Booking.com, Expedia, etc.), payment documentation payable to them is acceptable, as long as the information matches the itemized hotel receipt.
- ☐ For Uber, Lyft, Taxi, etc.
  - Receipt showing time and address where ride started and finished or a map showing the route, including payment method details (last 4 digits of card #). Max. Tip: \$2.00 or up to 20% of fare.
- ☐ For Amazon Purchases:
  - A copy of the Final Order Details (not just a screenshot of what you ordered), including the last 4 digits of card used for payment
  - Go to “Final Order Details” or “Printable Order Summary”. Amazon will generate a pdf. Save that and include it as an attachment with your reimbursement submission.
- ☐ Purchases in Canada:
  - Include copy of banking/credit card information that shows the amount paid in USD (sometimes receipts only show Canadian currency).

If items are missing, you will be contacted regarding the missing information. Your reimbursement will not be approved or processed until that information is received.



**Please send completed/signed/dated Reimbursement Request Form and all receipts to [ndsu.sg.finance@ndsu.edu](mailto:ndsu.sg.finance@ndsu.edu) within 30 days of expense for timely reimbursement and/or by the following dates for each semester:**

- **First Semester: December 31**
- **Second Semester: May 27 (Before school is out, when possible.)**
- **Events occurring after May 27: Reimbursement request must be submitted within 5 days of returning from event, but no later than June 30.**

**Payments are always made directly to the Student Organization (not individual club members). Checks can be picked up in Old Main, Room 11 (lowest level).** Student Organizations also have the option to set up Direct Deposit for their reimbursements. For details, send an email to [ndsu.acct.asc.port4@ndsu.edu](mailto:ndsu.acct.asc.port4@ndsu.edu).