

## Looking to be Reimbursed?

Once you have made a pre approved purchase with your own money on behalf of your student organization you will want to request reimbursement. All reimbursement requests must be made within 30 days of purchase and be accompanied by all receipts and proof of purchase to be considered. Shall any questions arise during this process, please contact Samantha Bruce <ssbruce> from student activities or the sitting ASWU treasurer.

What the Reimbursement Process looks like for you:

1. Have requested and had a funding request approved by ASWU (or other source if applicable).
2. Make purchase of requested and approved items at or below approved cost and save all receipts or proof of purchase.
3. Make sure you have direct deposit set up through accounting [HERE](#).
4. Fill out both [Request Payment](#) and [Expense Report Addendum](#) forms with all the relevant information.
5. Submit forms and receipts/proof of purchase to either Samantha Bruce <ssbruce> or the sitting ASWU Treasurer within 30 days of relevant purchase.
6. Watch your email for additional communication shall edits need to be made to either form.
7. Watch email for a docusign prompt. You will need to sign a section of the form digitally to receive reimbursement.
8. You're done! The forms may take a few days to process after this point, but you can expect to receive a reimbursement to your bank account attached to the direct deposit.

As always, if you have any questions or need assistance along this process never be afraid to reach out to student activities at <student activities> or the sitting ASWU Treasurer.