Student Organization Reimbursement Policy

Updated Jan. 23, 2020

Student organizations are permitted to request reimbursements for costs incurred for organizational business. **Student organizations should avoid reimbursements whenever possible.** It can take 4-6 weeks for money to be credited back to the spender’s account. Student organizations should speak with their advisor about alternative methods of payments, most notably utilizing the GW credit card or taking out petty cash. Our financial team is happy to think creatively with an organization about alternatives to reimbursement.

- **Reimbursements over $50:** Only registered reimbursement recipients are eligible to receive reimbursements greater than $50.
  - A maximum of three students per organization, per semester, may register to receive reimbursement. In order to register your organization’s reimbursement recipients, one designee from each organization should [complete this form](#). Reimbursement recipients with a US bank account will receive their reimbursement by direct deposit. Registered reimbursement recipients without a US bank account must ensure they have an updated local address in BanWeb, as they will receive their reimbursement by mail.
  - The individuals submitted as registered reimbursement recipients will receive an email from Orlando Dozier with instructions to complete their Expense Profiles. The Expense Profile must be complete before they can receive funds.

- **Reimbursements $50 and under:** Reimbursements for amounts $50 and under will be provided via cash and should be requested via [purchase request for petty cash](#). Any member is eligible to receive reimbursements $50 and under. Organizations may request multiple petty cash requests at one time, but may only request up to $150 at a time (i.e. if 3 members need a reimbursement of $40 each, that may be submitted as a petty cash request for $120).

The following applies to all reimbursements (via direct deposit and petty cash):

- A student may not submit their own reimbursement request (i.e. George cannot request a reimbursement to George). The financial officer or designee must make the reimbursement request in Engage.
- A reimbursement request must be submitted within 30 days of purchase.
- The reimbursed amount must be equal to or less than the total of the receipt(s).
- Requests must include:
o Itemized receipt(s) that clearly states the vendor name, items purchased, purchase total, and payment method.
o Attendee list or event flyer/Facebook post MUST be included if food is purchased

• Reimbursement requests have to be in the same semester the expense(s) was incurred.
• A student may not be reimbursed for purchases they did not make (George cannot be reimbursed for a purchase made on Martha’s credit card).
• Reimbursements will not be processed if they violate any University policy; such as payment to vendor who requires a contract, buying ammo/guns or drugs, expenses associated with unregistered travel, or purchasing gift cards.