

Student Organization Reimbursement Checklist

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

Complete Reimbursement Request Form (must be signed and dated):

https://www.ndsu.edu/fileadmin/sg/Finance/Reimbursement_Request_FY25.xlsx

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 (we need to see that it cleared the bank)
- Gift cards and cash cannot be used as payment (not reimbursable).
- For Uber, Lyft, Taxi, etc.
 - Receipt that shows the time and address where the ride started and finished or a map showing the route, including payment method details (last 4 digits of card #)
- For Amazon Purchases:
 - We need a copy of the Final Order Details (not just a screenshot of what you ordered). This also needs to include the last 4 digits of card used for payment.
 - If you choose "View Order Details", 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 **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**
- **Events occurring after May 27: Reimbursement request must be submitted within 5 days of returning from event, but no later than June 30.**

If your organization would like to set-up Direct Deposit for reimbursements, please send an email to ndsu.acct.asc.port4@ndsu.edu. (Note: All payments by check or Direct Deposit go to the Student Organization, not to individual club members.)