

ASG Funding Reimbursement Details

Due Date: Reimbursements and Payment Requests due within 10 days of purchase

Once you make payment out of pocket for reimbursement, the date printed on the original receipt is the date from which the 10-day window begins. Similarly, once you receive an invoice to make a payment using a University issued check from your club fund account, the date printed on the original invoice is the date from which the 10 day window begins.

Each reimbursement/payment request **must** include the follow:

- Original receipt/invoice **or** copy of the original receipt/invoice
- Expense Request Form (found at entrance of Locatelli)
- Notice of Legislation (NOL) provided by your SAC Liaison

Note: If any of the above are submitted past the 10-day window, then your reimbursement/payment request will be denied.

Exceptions to the 10 -day rule:

- The 10-day window occurs during a transition period between the outgoing and incoming person filling the position who is handing the reimbursement/payment request
- Part or all of the 10-day window occurs during winter or spring break
- The ASG Finance Vice President and/or the CSL Senior Administrative Assistant has asked you to obtain and submit a more accurate version of the receipt/invoice needed to process your remittance/payment request.

Questions? Contact:

- Nick Niehaus, ASG Finance Vice President at nniehaus@scu.edu
- Kyle Andrews, SAC Chair, ASG Senate at kwandrews@scu.edu
- Arcelia Rodriguez, CSL Senior Administrative Assistant at arodriguez@scu.edu