Filling Out the Reimbursement Forms:

In order to process any reimbursements, Members will need to submit two forms. The first form is the Reimbursement Request Form, giving the Financial Director, Jon Rauch, your Division Director, and Maura-Grant Hayes more information about the reimbursement.

The second form is the form Financial Affairs needs to process any requests. This form requires that the individual requesting the reimbursement print and sign their name and provide their GU ID number. In addition, they will need to check off the method of reimbursement (deposited to their student account, if they are an employee, etc.). An explanation of the payment options is below:

1. Deposited to Student Accounts: the reimbursement is deposited directly into the requestor’s student account. From there, they can choose to have it deposited directly into their bank account, a check to be issued, or stay in their student accounts. (about 2 weeks processing time)

2. Deposited to GoCard Debit Account: the reimbursement is deposited into their GoCard Debit account, meaning they can use this in the Market Café, Bookstore, etc. (about 2 weeks processing time)

3. Cash (up to $75): For non-employee reimbursements up to $75, the requestor can receive cash-back from the Student Account Office. (about 1-2 weeks processing time)

*Please see the following page for a diagram of what to fill out on the Financial Affairs form

Reminders

IRS
Unfortunately, any reimbursements that are older than 60 days are considered income by the IRS and will therefore be taxed. To avoid this, the Barristers’ Council highly suggests Members turn in reimbursements the week they return from a competition/make the purchase.

Last Four Digits
If a receipt does not have the last four digits of the credit card (ex: xxx1111), the University requires the requestor include a bank statement showing the charge. Members are welcome to black out any of the other charges.

What to Reimburse
The Barristers’ Council Handbook outlines things that will and will not be reimbursed. Please review those policies and prior to spending anything.
**Members should NOT fill out any other portion of this form than what is highlighted**

**The "Organization Treasurer" is for the Barristers' Council Finance Director to sign, not a Division Director, Division Finance Director, etc.**

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**Georgetown Law**
Office of Student Accounts and Cashier
Student Expense Reimbursement Form

**REQUIRED:**
All Expenses must be adequately accounted for within 60 days after the expense was paid or incurred. Submit this form, and any other necessary documents to your department manager for approval and submission.
The original receipt and proof of payment must be submitted with the reimbursement form.
A list of attendees, and their affiliation to Georgetown, must be submitted for any reimbursement pertaining to a happy hour/party/event.
A list of recipients, and their affiliation, must be attached for any reimbursement pertaining to gifts.
The rental agreement must be included if reimbursement pertains to a car/space rental.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Amount</th>
<th>Ledger Account #</th>
<th>CMS Cost Center</th>
<th>Speed Category</th>
<th>CMS Fund</th>
<th>CMS Purpose</th>
<th>CMS Program</th>
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</table>

**TOTAL AMOUNT:** 0

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To be completed by the Requester: Payment options (choose one):
1) Deposit to Student Accounts (SABS)
2) Deposit to GoCard Debit Account (SG09)
3) Cash (up to $75 only)

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Reimbursement will be delayed if form is not submitted with all the requirements. Students receiving cash reimbursements will receive an email when it is ready. Deposits to student account and GoCard will reflect in MyAccess when posted

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Organization Treasurer - Print name: [Signature] Date: [Student Organization]
requester - Print name: [Signature] Date: [StudentGoCard UID]
Test Center Approver: [Print name] [Signature] Date: [Approver Extension Number] [Approver NetID]

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Cash Received By (PRINT): [Signature] Date: [Cash Cashier]

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