

Clubs Payment Request Form (Non-Grants)

» Please return completed form to Club Financial Services—(SBS 257)



Club Name: _____ Recipient's Name: _____ Address: _____ City, State, Zip: _____ Phone Number: _____	Trust Fund #: CL _____ HSU ID: _____ <small>[Required for Student or Staff]</small> <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Non-HSU _____ <small>[If staff, please indicate department]</small>			
Payment Type <input type="checkbox"/> Reimbursement for Supplies [To an individual payee—No Services] <input type="checkbox"/> Direct Payment to Vendor [For Supplies & Services] <input type="checkbox"/> Reimbursement for Club Travel [Signature below required] <input type="checkbox"/> Direct Payment to Guest Lecturer [See reverse for instructions]	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="background-color: #ffffcc;">Amount Requested</th> </tr> <tr> <td style="height: 40px;"> </td> </tr> <tr> <td style="font-size: small;"> For Office Use Only To be paid with ProCard? Yes / No </td> </tr> </table>	Amount Requested		For Office Use Only To be paid with ProCard? Yes / No
Amount Requested				
For Office Use Only To be paid with ProCard? Yes / No				
Date of Event/Travel: _____				
Purpose of Payment Request: <small>[Please include destination for travel, if applicable]</small>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="background-color: #ffffcc;">For Retail Purchases:</th> </tr> <tr> <td>Was Sales Tax Paid? Yes / No</td> </tr> <tr> <td>Are Items for Resale? Yes / No</td> </tr> </table>	For Retail Purchases:	Was Sales Tax Paid? Yes / No	Are Items for Resale? Yes / No
For Retail Purchases:				
Was Sales Tax Paid? Yes / No				
Are Items for Resale? Yes / No				
Original ITEMIZED receipts or invoices must be taped to a blank sheet of paper and attached to this form. The Payee Date Form for vendors must be submitted to the Club Financial Services Office prior to the submission of this form.				

<p>REQUIRED FOR TRAVEL REIMBURSEMENT: I hereby certify that: a) I received authorization to travel; b) expenses are true and accurate in accordance with HSU Clubs Travel Policy and Procedures; c) I will not seek reimbursement for these same expenditures from any other source; d) food costs do not include alcohol; e) if requesting mileage reimbursement, I have satisfied the State Defensive Driving Training requirement; Accurate Drivers Background Check; and have completed the STD 261 form (if driving a private vehicle) prior to travel.</p> <p>Traveler Signature: _____ <small style="margin-left: 350px;">[Signature]</small> <small>[Date]</small></p>
<p>Club Authorization: <i>By signing below, I acknowledge that my club assumes responsibility of items or services purchased, and I am following all HSU Student Clubs policies and procedures.</i></p> <p>Club Officer's Approval: Please indicate Officer's Position: PRESIDENT / TREASURER</p> <p>_____ <small style="margin-left: 50px;">[Print]</small> <small>[Signature]</small> <small>[Date]</small></p>
<p>Club Advisor's Approval:</p> <p>_____ <small style="margin-left: 50px;">[Print]</small> <small>[Signature]</small> <small>[Date]</small></p>
<p><small>For Office Use Only</small></p> <p>Approved By: _____ Date: _____ Account: _____ Fund: _____ Dept: D40020</p>

Instructions for filling out the Payment Request Form

Notes for Reimbursing Travel Expenses (Club Members & Guest Lecturers)

Gas Reimbursement: Only approved drivers may be reimbursed for gas.

Rental Cars: Gas receipts for rental vehicles are accepted at face value. Must include original, itemized receipts.

Private Vehicle: Gas is reimbursed at a rate per mile or flat rate as agreed upon by the club members and officers. Reimbursement may not exceed the federal rate for gas mileage (\$0.58/mile for 2019). Must include a Google Map showing the miles round trip between HSU and destination.

Travel Tickets (Airplane, Train, Boat, Bus): To reimburse a ticket for traveling, the appropriate boarding passes, or proof that travel occurred, will need to be submitted in addition to the original receipt showing the payment of the ticket.

Instructions for Payments to Guest Lecturers

A copy of the promotional flyer is required to pay for the speaker's fees. The payment of speaker fees is considered taxable income. Reimbursements for meals cannot include alcohol. Reimbursements for travel expenses are the same as above. Reimbursements are not considered taxable income. An *STD 204-Payee Data Form* must be on file to send payment.

Frequently Asked Questions

1. Can I receive cash back for my reimbursement?

Reimbursements for supplies may be granted a cash reimbursement up to \$300. Reimbursements over \$300, will be issued a check.

2. How long does the reimbursement process take?

Cash reimbursements can be completed the same day they are approved. Check payments will take about 10 business days to process and issue a check from the time it has been approved by the Club Financial Coordinator. Checks are issued every Tuesday and Thursday. Please take processing time into account when submitting your forms.

3. How will I know my payment is ready?

The Cashier's Office will notify you by phone or email when your payment is available to pick up. Check payments to vendors or guest lecturers will be mailed directly to their address, as indicated on the Payment Request Form.

4. Do I need anything extra to complete my payment?

New vendors & guest lecturers must complete an *STD 204-Payee Data Form*. This form should be mailed or faxed directly from the vendor to the Club Financial Services Office. Students should not handle the form, since it asks for confidential information.

5. When can I be reimbursed for my travel expenses?

Reimbursements for travel are only accepted after the travel has been completed. Receipts submitted before the end of travel will not be accepted. Reimbursements for travel are not eligible for same day cash; a check will be issued within 10 business days.

Identifying Original, Itemized Receipts

An original, itemized receipt must show the following:

- Name of business/vendor
- Date
- Item(s) purchased
- Price of each item
- Total amount of bill
- Method of payment
- Order has shipped (online orders)

Unacceptable Receipts

The receipts to the right are examples of unacceptable receipts. They are missing essential information needed to be considered an itemized receipt. If your receipt is missing any essential information above, you must submit a *Lost Receipt Memo* with your *Payment Request Form*.

Examples of Unacceptable Receipts

