

Important Rules from the Business Office

Reimbursements

1. For **All** reimbursements you **must** have the following:
 - **ORIGINAL AND ITEMIZED RECEIPTS!**
 - Follow this link (http://law.depaul.edu/students/organizations_journals/) – Click on “Student reimbursement”
 - Completely Fill out the form with the information below:
 1. Organization to be charged
 2. Purpose of expense
 3. Name of who is to be reimbursed or company
 4. Social security of individual (outside university only / fed. Tax id # if business) or University I.D. # (inside university only)
 5. **Home** address of payee
 6. Cell phone number of payee
 7. **Business** address(**only** applies to business)
 - All addresses **Must** include street, city, state, zip.
 - If expense is for more than 1 person, include a **list of attendees**

All reimbursement requests that do not follow these rules will not be processed.

 - Turn in completed form to the Business Office (Lewis 931)
2. It costs the university \$27 PER reimbursement transaction. **Keep small reimbursements to a minimum.** If you have small expenses try to have one person make those expenditures and turn in one reimbursement. All reimbursements have to be turned in within 30 days of purchase (for more information please see the Student Resource Guide & Operations Handbook).
3. **Many goods and services are offered from within the university with educational and preferred vendor discounts** and can be charged directly to your account. This eliminates personal expenses.
4. **DePaul is a tax exempt organization.** Tax is reimbursable only on purchases under \$100.
5. **We reserve the right to refuse any reimbursement.** For example: Two students went for a celebratory dinner after an event. The dinner was not approved by any supervisor or our office; therefore the request for reimbursement was refused.
6. An individual due reimbursements under \$75 will be issued a voucher to be cashed at the cashier’s office of DePaul Central, 9th floor of the DePaul Center. It is important to include your phone number in your initial request so that we may notify you to pick up your authorized voucher from the business office (Lewis 931). If it is not picked up after a week and a half the reimbursement will be mailed to your treasurer. (See student resource guide for pay out).

Other points

1. **Chartwells** is the **Sole contracted** food vendor for the university. We will **ONLY** accept reimbursements for outside food that is less than \$25.00. This does not include **PRE-APPROVED** outside university events. For example, SBA Boat Cruise, scholarship banquets, etc.
2. If you believe reimbursement of an expense is questionable come see us first. Pre-approval prevents refusal of a reimbursement (see rule # 5).
3. We require one representative from each organization, preferably the treasurer as the point person to discuss various business purposes.
4. The University does not allow any type of political posting on any window facing outdoors.
5. You **cannot** book a DePaul University room for an outside organization without **written** pre-approval.
6. Your office should have a copy card for your organization. If you cannot find one, we will order you a new one. This is necessary to keep track of your copying expenses.
7. Financial reports for the current and previous years are available for your respective student organization. Printed or e-mail copies are available from the business office.
8. To book **conference** travel plans you should contact Nicole Pinkey at (312) 362-8372 or e-mail her at npinkey@depaul.edu **unless** the travel is for a moot court competition in which you would then contact Megan J. McGillivary at m.mcgillivary@gmail.com.
9. All events must have your faculty supervisors' **written** approval.