



Expense Reimbursement Form

Student Organization Funding

Each student or group seeking reimbursement must submit required material immediately following and no later than thirty (30) days after the event, program, or purchase to the Center for Student Involvement, 227 Kent Student Center or email to: csi@kent.edu. Required materials include: Completed Expense Reimbursement Form, copy of your submitted budget, copy of the funding approval confirmation email, all original receipts and if this is an organization reimbursement, you must provide your organization's W-9. Failure to turn in all requested materials on time could affect your reimbursement. Reimbursements will be made to either the organization or individual who incurred the expense (receipts must match). Reminder, tax is non-reimbursable. Please refer to bottom of form for details.

CONTACT INFORMATION

Individual Filing Out Form: _____

Phone: _____ Email: _____

PAYABLE INFORMATION

Check must be made payable to either a student organization or an individual student:

☐ **Student Organization Reimbursement:** Reimbursements made payable to student organizations require additional information. Please refer to the PaymentWorks Registration Requirement (below).

Student Organization Name: _____ EIN Number: _____

Send PaymentWorks registration invite to (email address): _____

Send reimbursement check to this mailing address, this address must match the address you register in PaymentWorks.

Street: _____ City: _____ State: _____ Zip Code: _____

OR

☐ **Student Reimbursement**

Student Name: _____ KSU ID Number: _____

Email: _____@kent.edu Phone: _____

☐ US Citizen

☐ Permanent Resident

☐ Non US Citizen

Send reimbursement check to this mailing address:

Street: _____ City: _____ State: _____ Zip Code: _____

**Checks can take up to 4 weeks for receipt – is address valid for that time period?*

EVENT/PROGRAM INFORMATION

Student Organization Name: _____

Event/Program Name (spelled out): _____

Event/Program Location: _____ Event/Program Date and Time: _____

Itemized Expenses: _____

TOTAL REIMBURSEMENT REQUESTED: \$ _____ (tax is not reimbursable)

By submitting these receipts, you certify that your organization has received the goods purchased, services rendered, or substantiated refunds/reimbursement and the expenditure is necessary to the accomplishment of student organization business.

FUNDING SOURCE INFORMATION

Please indicate your approved funding source (where the funding was approved) and attach your approval confirmation email to this form.

Student Organization Funds

Blue and Gold

USG Allocations

Dennis Eckart

Social & Cultural Programming

Other: _____

FOR OFFICE USE ONLY

901000000 Meals

80141910 Conference Fees/Reg

Other: _____

80141607 Event Mgmt.

80161611 Student Reimbursements, General

Funding and Reimbursement Reminders

Please refer to your approval confirmation email for staff contact information, funding details and guidelines specific to your application.

Original Receipt Requirement

Original receipts verifying payment are required for reimbursement. If more than one person from the group is submitting an Expense Reimbursement Form, it is most efficient to submit all documentation at one time; this ensures groups are reimbursed equally and fairly. All receipts must be in the name of the student or organization seeking reimbursement. Reminder, we cannot reimburse for tax. If you need a tax exemption form, please contact csi@kent.edu.

The following are not acceptable forms of payment verification:

- Invoice
- Estimate
- Quote

Direct Bill University Services

The following university services can be direct billed to the proper index number. Please contact csi@kent.edu to make arrangements.

- University Events and Conference Services
- Facility rental expenses
- Dining Services Catering expenses
- Custodial
- Educational Technology (AV services for events not in Kent Student Center, ex. Cartwright)

Undergraduate Student Government (USG) Allocations

For information regarding Undergraduate Student Government (USG) allocations application/approval process and general questions, please connect with Meghan Page-Factor at mfactor@kent.edu.

Flash Activities Board (FAB)

For information and questions regarding FAB purchase approvals and reimbursements process, please contact Joe Richardson at csi@kent.edu.

PaymentWorks Registration Requirement – Student Orgs Only

Kent State University utilizes a vendor portal to ensure that business, organization and institutional names, EINs, and banking information are transmitted within a secure environment. Student Organizations requesting reimbursement will receive an invitation to register to the email provided. This registration must be completed before we can submit reimbursement. Please note, information on this ER form, specifically the address, MUST MATCH the address provided within the PaymentWorks registration.

Reimbursement for Student Organizations Check List (All required to be completed):

- Completed Expense Reimbursement Form
- Original receipts
- W-9 Form
- Email address for individual to complete PaymentWorks registration
- Completed PaymentWorks registration – address provided in PaymentWorks must match W-9

Reimbursement for Individual Student:

- Completed Expense Reimbursement Form
- Original receipts