

Reimbursement

SOMeCA

SOAR/Student Media/Cultural Arts & Diversity

Return completed form, with original itemized receipts attached, to your SOMeCA office no later than 14 days after the event. Reimbursements may take up to 6 weeks.

SECTION 1 – PAYEE (INDIVIDUAL TO BE REIMBURSED)

Name		Organization	
Email @ucsc.edu		Phone	
Mailing Address	City	State	ZIP
<input type="checkbox"/> 204 form for payee is attached or on file. A 204 form is required in order to process a reimbursement to an individual.			
The 2 fields below are used to determine applicable IRS reporting information and to identify the correct individual for payment.			
Is the payee a US Citizen or US Permanent Resident?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Last 4 digits of SSN/ITIN (optional)

SECTION 2 – EVENT OR OPERATIONAL (SELECT ONE OPTION)

1	Event	Date	2	Operational
	Location	Estimated Attendance		Cannot be used for food or beverages

SECTION 3 – EXPENSES

Brief Description of Items Purchased

SECTION 4 – PAYMENT

Total Cost from all receipts including tax & delivery: \$	Indicate the amounts from the fund sources below to balance the total cost.				Reminder: All purchases must follow any restrictions on all fund sources used
	Earned Income	\$	SUA	\$	
	College Government	\$	CEP	\$	
	Other:	\$	Core Council	\$	

SECTION 5 – AUTHORIZATION (CANNOT BE PAYEE)

I certify that, if providing food or beverages, they intended to increase student attendance and participation or promote cultural understanding at a mealtime. I also certify that these purchases meet the requirements to be reimbursed, which can be found at someca.ucsc.edu/resources/protocols.html.

Authorizing Signature	Print Name	Date
-----------------------	------------	------

OFFICE USE ONLY

Fund	Org	Account	Activity	Amount	<input type="checkbox"/> ERF	<input type="checkbox"/> Direct Payment
					ERF #	Initials