PLEASE REVIEW A COMPLETE LIST OF GUIDELINES AND RESTRICTION AT http://www.union.uiuc.edu/sorf/guidelines.html

Instructions for completing the SORF Expenditure Request Form

Payee Information: SORF must reimburse the person, or account that paid the expenses. Please fill in the complete name, address UIN/FEIN/ or RSO account number, phone number and email address of the payee. When reimbursing a parent or a non student who does not have a UIN number, please write the word TEMP. All information must be completed or the reimbursement will not be accepted.

- A new form must be filled out for each payee.
- For mileage a new form needs to be filled out for each driver. No gas receipts are necessary.
- For “Letter of Agreements” the payee information is the information provided on that sheet.
- Honorariums are paid directly to the person/group/agent and not to the RSO
- SORF will not reimburse a RSO’s outside account. Any funds paid through these accounts will be transferred to the RSO’s University account. Please provide your account number.

Purpose of Travel/Event: Write the purpose of travel or the purpose of allocation. SORF request the organization provide proof that the travel was made for the intended purpose. The organization will have to provide the SORF Office with a conference brochure or itinerary, a sports schedule showing the event took place, or additional receipts that prove an event took place, and the organization participated.

Allocation Period: Circle the allocation period that SORF funds were requested.

Expenditure Form: Fill in the date, destination or vendor name (Honorarium), and under the appropriate heading the amount on the receipt. For the column “Amount Requested From SORF” write the amount you would like the SORF office to reimburse to the payee from the total.

- Invoices and receipts must be original (receipt, invoice, bill, canceled check, letter of agreement, contract, etc.) and attached to an Expenditure Request form.
- SORF cannot accept photocopies, faxes, or packing slips as documentation.
- Invoices that are printed on a computer printer, or printed from a WEB page must be accompanied by secondary documentation such as a cancelled check or credit card statement.
- Counter receipts, or generic receipts (the type that are not pre-printed with a vendor’s name and address) must be submitted with back-up documentation such as a credit card statement or cancelled check.
- All receipts must show payment with a $0 (zero) balance or have back up documentation of payment.
- Invoices must indicate exactly what was purchased, and verify that payment was made before a reimbursement can be processed.

Organization information: Fill in the organization name, treasurer name, treasurer address, UIUC email, phone number and sign the form. Incomplete forms will not be accepted.

The SORF office will communicate only with the organizations treasurer. Any further documentation that is needed will be requested from the treasurer via email. The treasurer must pick up the reimbursement request and resubmit the reimbursement request with the requested documentation.

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