

# APhA-ASP Reimbursement Guide

## Things to keep in mind:

- The deadline to submit a reimbursement is two weeks from the date of your event.
- You must submit a completed expense report.
  - o Incomplete expense reports may result in a processing delay.
  - o Expense reports forms can be found in front of the OSAO office (PHS 108) or online on the APhA-ASP Pacific website: [www.aphaasppacific.com](http://www.aphaasppacific.com)
- All original receipts must be submitted and include proof of payment, itemized purchase costs, and total cost of purchase.
  - o If payment is submitted by credit/debit card, it must be shown somewhere on the receipt.
  - o If payment by credit/debit card is not shown, a copy of your bank statement will suffice with the following information highlighted. **NONE OF THIS INFORMATION MAY BE HANDWRITTEN.**
    - Your full name
    - The last four digits of your credit/debit card
    - The transaction information of what was purchased
  - o For online payments, the submitted invoice/receipt must have the last four digits of your credit/debit card used to pay with the name associated with the card must be on it. If only the last four digits is present, a copy of your credit card or bank statement should also be submitted.
- Reimbursements take up to 4 weeks to process.
  - o The VP of Membership and Finance will try his/her best to process reimbursements in a timely manner. Please have respect when submitting reimbursements near midterms and finals because we are students too and need time to study, so it may take an additional week or two to process.

## Filling out and submitting a Reimbursement Form

- Be as descriptive and concise as possible
- List the mailing address to where you would like your reimbursement mailed to.
  - o Direct deposit is available by visiting the Payroll Office (Finance Building) on the main campus.
- Include notes such as "take from restricted account" when necessary.
- List expenses in the following format: "Vendor – items bought"
- Firmly TAPE original receipts to 8.5x11" paper so that they can be scanned through a feeder.
  - o Printed receipts/invoices on 8.5x11" paper do not need to be taped to another piece of paper.
  - o Try to keep everything as straight as possible for easier scanning.
- **DO NOT STAPLE ANYTHING**
  - o Use a paperclip instead of staples or tape to hold all the paperwork together.
- Reimbursements must be signed off by a Committee Co-Chair or Organization Executive Board Member
  - o Preferably, the Budget Officer or Treasurer of Committees and Organizations should be the ones to sign off and deliver reimbursements to the APhA-ASP VP Membership and Finance.
  - o Any unsigned/unapproved expense forms will not be processed.

## Items that cannot be reimbursed:

- Alcohol
- Gift cards
- Unapproved expenses, such as personal items and donations coming from ASP budget
- Keep in mind that reimbursements can be rejected at the discretion of the VP of Membership and Finance, OSPA, and/or Accounting from the main campus.

# APhA-ASP EXPENSE REPORT

Please TAPE (do not staple) original receipts to one side of an 8.5 x 11 paper, and PAPER CLIP (do not staple) those papers to this form. **This form is due by 2 weeks after the event.**  
**Failure to follow instructions may result in a delay.**

NAME: Lisa Chao DATE: 01/02/2020

STUDENT ID# 989123456 PHONE: (209) 555-1234

E-Mail Address: l\_chao2 @u.pacific.edu

**LOCAL MAILING ADDRESS:**

3601 Pacific Ave  
Stockton, CA 95207

**ORGANIZATION/  
COMMITTEE:**

APhA-ASP

**EVENT NAME:** General Meeting

**EVENT DATE:** 01/17/2020

**LOCATION:** Rotunda

all fields  
must be  
filled out

**LIST OF EXPENSES:**

	<b>MONEY SPENT (\$)</b>
<u>Target - plates, napkins, utensils</u>	<u>\$ 9.86</u>
<u>Amazon - water bottle for</u>	<u>\$17.99</u>
<u>preceptor gift</u>	

for this reimbursement  
scenario, the latest to  
submit is 01/31/2020.  
(two weeks after the event)

**TOTAL** \$ 27.85

Organization/  
Committee Approval by: Simran Grewal  
(Print Name)

must be signed  
by another officer  
(not yourself)

[Signature]  
(Sign Name)

Please direct any questions or comments to:  
**Lisa Chao**  
APhA-ASP VP of Membership and Finance  
l\_chao2@u.pacific.edu

(Office Use) Check # \_\_\_\_\_

Last Updated 09/29/19



MUST use original receipt. Photos of receipt will not be accepted.



tape all sides of receipt to blank sheet of paper.

receipt must be itemized

receipt must show proof of payment (i.e. "cash", last 4 digits of card, etc)

Multiple receipts may be taped onto one sheet as long as the receipts are NOT overlapping.