GSA Event Reimbursement Form | POST-EVENT REPORT

You *must* complete all three pages of this report:
PAGE 1: Details of event and person filing for allocation.
PAGE 2: Itemized final report (corresponds with your receipts)
PAGE 3: Voucher form (corresponds with your reimbursement check)

Please answer all questions. If a question does not apply, write "N.A." *Please write legibly*.

1) Date of filing: _____

2) What event are you reporting on?

_____

3) Date of the event:_____Time of event: _____

Location of event: _____

4) Sponsoring organization: _____

Name & position of person filing: _____

Home Address: _____

Home phone: _____ Work phone: _____ Email: _____

5) Please check one: ☐ Programs & Events ☐ Speakers & Conferences

6) Briefly describe the program, event, or conference for which you are requesting reimbursement:

_____
_____
_____
_____

7) Actual attendance at the event: _____

8) Additional emails to be notified when checks are ready: _____

9) If you require an honorarium to be paid, you must attach an honorarium agreement and substitute W9 (available from the GSA website). Honoraria may only be paid to non-Rutgers personnel.

Please include the following necessary attachments:

- Itemized original receipts for all purchases
- Announcement(s) of event (e.g. flyers, ads, emails)
  - getINVOLVED posting required
- Handwritten sign in sheet with all attendees (include netIDs)
  - if virtual, include pre and post event screenshots with attendees

On this form, provide a complete list of all expenses and income (if any).

PART A: EXPENSES.

ITEM NO.	ITEM DESCRIPTION (e.g. bagels)	PURCHASED FROM	COST
( )			
( )			
( )			
( )			
( )			
( )			
( )			
( )			
( )			
( )			
( )			
( )			
( )			
( )			
( )			
		TOTAL:	

PART B: INCOME.

ITEM NO.	SOURCE (admission charges, dept. funding, etc)	AMOUNT
( )		
( )		
( )		
( )		
( )		
	TOTAL:	

[If necessary, photocopy this page and continue listing expenses or income on the photocopied page.]

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List the organizations or individuals to whom payment is due. Note:

(1) All payments requested on this page *must* be for items detailed on the previous page (the itemized report); give the appropriate item numbers in the right-hand column below.

(2) **All relevant receipts or invoices *must* be attached**. These should be originals, and must contain the following information:

- ◻ Date of purchase
- ◻ Total amount of invoice/receipt
- ◻ *Itemized* account of purchases or services included in the total amount
- ◻ Printed name and address of the vendor or supplier.

Name & Mailing Address of Payee(s)	Amount	Item Nos. (from p. 2)

TOTAL: _____

_____ Signature of club officer

_____ Position in organization

_____ Rutgers Email

_____ Telephone

_____ Date

FOR GSA OFFICE USE ONLY

Date: _____

$_____Funding amount approved by GSA council

$_____Total amount to be paid

_____ Signature

Comments: _____