

## Reimbursement/Reclass Request: Instructions

Use a Request for Reimbursement when personal funds are used for ASSP approved travel, entertainment and hospitality, or materials purchases. This form is completed to request reimbursement of funds from the appropriate budget.

This form is also used in the case that an expense advance was issued to an individual to purchase goods on ASSP's behalf. In this case, any funds that weren't spent are turned into the ASSP office, as well as all receipts, and the Reclass form. The form gives detailed purchase information and reports which funds/orgs/accounts the expense is charged to.

### Instructions for Completing the Form (please refer to the below example):

1. Name of the student seeking reimbursement.
2. Claimant's Student ID #.
3. Claimant's phone #.
4. Date of event/expenditure.
5. Detailed description of the purpose of the expense. Include relevant event name, location(s) and attendee names (if more than 10, just put a number).
6. Brief description of purchases. One line per receipt.
7. Corresponding amount of each receipt.
8. Categorize as either a reimbursement or reclass.
9. Current date
10. Amount of expenses to be charged against each fund/org/account combination. If expenses are to be divided among multiple funds or accounts, list each on a separate line.
11. Enter the appropriate fund number of the ASSP budget that the expense will be charged to. The fund number is a 6 digit code beginning with 1162-- which represents which ASSP organization is being charged.
12. Enter the appropriate 5 digit account code which best describes the type of expense. If expenses are to be divided among multiple account codes, list on separate lines, regardless of if the fund numbers are the same or different. Examples of common account codes are found at <http://www.spu.edu/depts/assp/docs/finance/CommonAccountCodeList.pdf>.
13. Enter amount of expense advance from the University. Enter (0) zero if no advance was received.
14. Enter amount owed to SPU after expenses have been subtracted from advance. Enter (0) zero if not applicable.
15. Signature of student seeking reimbursement.
16. Signature of manager responsible for ASSP budget (ex. Media Business Manager, Ministry Coordinator, or Club Treasurer).
17. Submit to ASSP Office for approval signature and processing.

**Always attach original receipts and/or statements. Allow for a full week of processing time.**



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UNIVERSITY

**REIMBURSEMENT/RECLASS REQUEST**  
TRAVEL, BUSINESS, AND RELATED EXPENSES  
ASSP-REVISED 02/11



<b>Claimant Name</b> (Last, First):		<b>DESCRIPTION OF EXPENSES</b>	<b>AMOUNT</b>
<b>Claimant Student ID #:</b>	<b>Phone #:</b>		
<b>Date of Event(s):</b>			
Detailed Notes (Include name of event(s), purpose, location(s), and attendee names [if more than 10, just put a number]):			
**If reimbursement is for complimentary gifts/award, list names of individuals who will receive the complimentary gifts/award.			

<b>VENDOR NO.</b>	<b>VOUCHER NO.</b>		<b>TOTAL:</b>
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REIMBURSEMENT/RECLASS	DATE	AMOUNT PAID	FUND	ORG	ACCOUNT	AMOUNT DB(-CR)	Important Instructions-	Cash Summary
				2813			1. List business purpose related to each expense 2. Attach all necessary receipts and/or statements 3. Allow a full week of processing time	Less Advance- <input style="width:100%;" type="text"/>
				2813				Balance Due- <input style="width:100%;" type="text"/>
				2813				If Balance Due amount is negative, the amount is due to SPU, otherwise it is due to you.
				2813				
				2813				
<b>TOTAL:</b>							<b>CLAIMANT</b> _____ <small>DATE</small> <b>ASSP FINANCE</b> _____ <small>DATE</small>	
							<b>BUDGET MANAGER</b> _____ <small>DATE</small>	<b>PAYMENT APPROVAL</b> _____ <b>CHECK #</b> _____

SPU Finance

ASSP Finance