

CAES Student Organization
Student Activity Fee Allocation Account Payments

To be submitted to Dana Nash in CAES Academic Affairs for electronic processing.

Email: danash@uga.edu Campus mail: 102 Conner Hall Fax: 706.542.2130

Submitted By

Name:

Email:

Today's Date:

Event Information

Date:

Time:

Location:

Purpose:

Club name:

Account number (if known):

Payee/Vendor information

Name:

Address:

City, State, Zip:

Phone number:

Total \$ of payment/reimbursement:

Additional comments or notes:

Signature of person requesting reimbursement/purchase_____

Club Approval Signature_____ A.A. Approval_____

Please complete and provide the following as supporting documentation for this payment reimbursement:

- *Tape all original receipts to white, letter size, printer paper.*
- *Invitation/flyer/email from the event.*
- *Entertainment Form with list of attendees for all events.*
<http://www.busfin.uga.edu/forms/entertainment.pdf>
- *Food Justification Form for all food purchases.(Only needed if expenses include food)*
http://tate.uga.edu/uploads/docs/justify_food.pdf
- *Non- Employee Payment Form if payment is to an individual. (needed if student is not employed with UGA)* http://www.busfin.uga.edu/forms/non_emp_payment.pdf
- *Student Travel:* <http://tate.uga.edu/uploads/docs/StuTravelAuth.pdf>