

ETSC Funding Requests Approved: Reimbursement Process

- I. Upon notification of approved funding request, your ET Org contact, who submitted the funding request, will also receive the Travel Reimbursement Form (also found on the ETSC website).
 - i. The **Travel Reimbursement Form needs to be filled out by all members who are requesting reimbursement** for travel and other purchases.
 1. Please confirm purchases by **attaching all receipts** coordinating with the itemized purchases list - on the Travel Reimbursement Form - **to each individuals' Travel Reimbursement Form.**
 2. **Signed & completed forms, with their coordinating receipts attached, are necessary in order to receive reimbursement.**
- II. Please **designate one point person** in your ET org as a point of contact to collect all of the forms and receipts from members who are designated to receive funding from ETSC.
 - i. The point of contact needs to **collect all the Travel Reimbursement Forms and receipts** from individual members.
 - ii. Please turn these forms with the attached receipts in **all at once to ET101 within 2 weeks** from the return of the event.
- III. Failure to turn in proper documentation could result in delays in your reimbursement, or, in extreme cases, no funding reimbursed at all.