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.