

Reimbursement Guidelines for the ASUCR team

Here is a checklist of what to keep in mind when you are requesting a reimbursement from ASUCR.

Speak to professional staff	Prior to requesting a reimbursement, speak to professional staff to share the process of requesting a reimbursement and the details of what can be reimbursed and what cannot be reimbursed.
Beginning the process	After speaking with professional staff, the process for a reimbursement can begin. Please email itemized receipts in pdf format to the Programs Coordinator (mayan.gutierrez@ucr.edu) along with your Zelle and student ID number.
Receipts	Save <u>all</u> receipts. Receipts must be itemized or we cannot reimburse you. (Tips must be below 20% and must be included with itemized receipt)
Zelle	Reimbursements are processed via Zelle. The Zelle account must be registered under the student's name. We <u>cannot</u> reimburse an account registered under anyone else's name (parent, sibling, etc).
Processing	Please allow anywhere between 2 to 5 weeks to receive your reimbursement.
Deadlines	<p>Non-Travel Related reimbursement: Please submit your reimbursement within 7 business days of your event.</p> <p>Travel Related reimbursement: Deadlines to submit reimbursements depend on the day your trip ends. After your trips ends, you have 7 business days to submit your reimbursement to the programs coordinator.</p> <p>After the 7 business days, your reimbursement will be denied. Elections reimbursements will be shared with candidates upon elections season.</p>
Travel Daily Limit	When you are traveling on behalf of ASUCR, students are allowed a \$50 daily meal limit. Students who pass the limit will only be allowed to receive back their daily allocation.
	ASUCR can reimburse food for meetings, food for events (approved

What can we reimburse?	vendors only), supplies for events, travel, meals during travel and any other items that the professional staff approve. Reminder: Before purchasing anything, you must speak to the programs coordinator.
What cannot be reimbursed?	ASUCR cannot reimburse any snacks, alcohol, leisure travel, gift cards, medicine, toiletries, and any other items the professional staff do not approve of.

*Please keep in mind that reimbursements are not promised and can take up to +5 weeks to be reimbursed during busy times.

Contact info

For questions/concerns please contact Mayan Gutierrez at mayan.gutierrez@ucr.edu or stop by HUB 202.

*This form was last updated on 08/24/23.