

# Reimbursement and You!

## By Alex J. Walker

At least a one week head's up in order to be put on the agenda at the ICC meeting.

# The ICC won't approve funding for:

- Banquets
- Food Allowances
- Internet Fees
- Room Surcharges
- 1<sup>st</sup> Class Travel
- Professional Memberships or Subscriptions

# On-Campus Event Packet

- Allocation Request Form
- **Letter from Dr. Bedell** (Head of the dept.)
- **Letter from the faculty advisor** of the club/organization.
- A **Synopsis** of the event (Sample hand-out/flyer)
- **CV** of guest speakers
- Honorariums –2 weeks prior to the events (At least!)  
W9 and 2 copies of the Standard Agreement Contract Form

# Conference/Symposium Participant Travel Packet

- If requesting over \$500, student must contribute 25%
- Allocation Request Form
- Letter from Dr. Bedell (Head of the dept.)
- Letter from the faculty advisor of the club/organization.
- Confirmation of acceptance to the conference.
- Synopsis of whatever is to be presented.
- 3 quotes for airfare
- 3 quotes for hotel accommodations.
- Vehicles- Rental or Privately owned Vehicles
  - 3 quotes for car rental (ASI bylaws specifically state that you must purchase liability insurance from rental agency)
  - Copy of valid drivers license and a copy of proof of insurance.
- 3 quotes from shuttle/cab companies

# After attending a Conference/Symposium

- 15 days to turn in all paperwork after the event with all zero balances.
- 350 word paper on the conference/symposium.
- Keep ALL ORIGINAL RECEIPTS!(Hotel, airfare, boarding passes9both ways), car receipts (proof of purchase of liability insurance), conference registration, etc.
- Also, request itemized receipts.
- Check Request form (filled out with Kelly)
- 14 days later, the checks in the mail or you can pick it up!

# For more information, Contact

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