

# Student Interest Group (SIG) Reimbursement Guideline

SIG Name \_\_\_\_\_

**Academic/Specialty/Professional SIGs can request up to \$500 per academic year.** The full amount may be used for food. Sports and non-academic SIGs can request up to \$250 per academic year.

It is the responsibility of the SIG officer(s) signing this form to inform other members making purchases for reimbursement of the rules and policies for making purchases. If officers/members are unsure if a purchase is within policy, please check with the Office of Student Development Coordinators (Lao) prior to making the purchase.

University of California – Policy BUS-79 Expenditures for Business Meetings, Entertainment, and Other Occasions: <http://policy.ucop.edu/doc/3420364/BFB-BUS-79>

## **SIG Funding Request Guideline**

1. Go to the SurveyMonkey link and complete the request form:  
[https://www.surveymonkey.com/r/SIG\\_Fund\\_Request](https://www.surveymonkey.com/r/SIG_Fund_Request)
2. The request must be received at least **two weeks** prior to the event/meeting date or equipment purchase.
3. Any request received past the 2 weeks deadline will be review on a case by case basis.
4. Once you submit the form online, an email will be sent to the approvers.
5. You will receive an email from the approvers for the funding within two business days.
6. Each academic/specialty/professional SIG cannot exceed \$500 in expenditure for the academic year.
7. Each sports/non-academic SIG cannot exceed \$250 in expenditure for the academic year.
8. Management reserves the right to approve full funding, partial funding, or deny funding.

## **UCD School of Medicine Reimbursement Rules**

- **Purchasing Food:** Food can be purchased for workshops, lectures, or meetings. For reimbursement, please submit: (1) Sign-in sheet with participants first name, last name and class level (*ex: Jane Doe, MSI*); (2) Agenda (must include the name of the event, date/time and location); (3) Original receipts (itemized and showing form of payment, “Paid” or zero balance).
- **Supplies over \$199:** Please see Charlene before making non-food purchases for approval. If you need to buy supplies costing over \$199 (including sales tax and delivery), you should not use your own credit card. Please come see Charlene, for an alternate way to pay for it (*ex: Purchasing Order or university purchasing card*).
  - **Under \$199:** Get approval from Charlene/Lao. If purchase online, send the link of the items to Lao Thao. He will request the items through the normal OME

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supply purchase channel. If purchase at local retail store, you pay up front and submit the original receipt for reimbursement.

- **Traveling and Conferences:** SIG funds **cannot** be used to fund individual travel or pay for conference/symposium registration fee. If you are presenting at a conference, check with Jenifer Wang to see if travel grant funds are available.
- **Speakers or Services:** Students **cannot** pay for speakers. Please bring the intended speaker's information to Lao in ***advance***. If you would like to use the services of a close relative, please see Lao about the appropriate course of action, as the university would view this situation as a conflict of interest.
- **Gift Cards:** SIG funds **cannot** be used for the purchase of any gift cards PERIOD.
- **Reimbursement Documents/Receipts:** Receipts and supporting documents must be submitted for reimbursement after two weeks of the event/meeting.

If you are uncertain of how to proceed or need to check if your proposed activity is appropriate, please see Lao.

We acknowledge receipt of these procedures.

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Printed Name of SIG President or Treasurer

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Signature of SIG President or Treasurer

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Date