



REIMBURSEMENT Checklist



This checklist is designed to assist you in preparing your SORF packets according to Office of Business and Financial Services (OBFS) standards, which will allow your payment to be processed in a timely and efficient manner.

EXPENDITURE REQUEST FORM

- Payee and contact information is accurate and completed in full
- UIN (if parent put in TEMP)
- Treasurer contact information & signature is provided
- ALL necessary documentation is attached
- Foreign National Documents (if applicable)
- Meets 60 day deadline
- Correct funding period is selected
- Purpose of funds is identified in appropriate cell
- Amounts and calculations are provided

<http://www.obfs.uillinois.edu/foreign/documents/QuickGuidetoPayingShortTermForeignNationalVisitors.pdf>

HONORARIUM

SORF WILL PAY HONORARIUM DIRECTLY TO THE PAYEE DESIGNATED ON THE LETTER OF AGREEMENT AND THEN DEBIT RSO ACCOUNT THE AMOUNT NOT COVERED BY SORF

- Signed Letter of Agreement & University W9 Form
- Foreign National Documents (if applicable) requirements
- Additional Signed Letter of Agreement (If over \$5000)

<http://www.union.uiuc.edu/involvement/sorf/forms/letterofagreement.pdf>

<http://www.obfs.uillinois.edu/foreign/documents/QuickGuidetoPayingShortTermForeignNationalVisitors.pdf>

TRANSPORTATION

Automobile Travel

- Map Quest route with miles indicated on printout
- Proof of attendance**

Ticketed Travel

- Boarding pass/luggage tag confirming travel was taken
- E-Ticket Confirmation with trip itinerary & ticket price identified
- Proof of payment*
- Proof of attendance**

LODGING

- Hotel check-out slip showing room number, dates stayed, charges incurred
- Proof of payment*
- Proof of attendance**

REGISTRATION FEES

- Receipt of what registration fees covered costs are
- Proof of payment*
- Proof of attendance**

INTERNATIONAL TRAVEL INSURANCE

- Copy of student account statement showing charges were billed for CISI insurance from the Study Abroad Office
- CISI insurance card

COMMUNICATIONS

- Paid receipt/bill
- Copy of as/flier/copy
- "Funded by SORF" included on item
- Proof of Payment*

FACILITY/EQUIPMENT RENTAL

- Copy of invoice/billing statement itemized with service charges
- Proof of Payment*

PERMANENT EQUIPMENT

- Paid receipt/bill identifying item purchased & confirmation bill is paid
- Proof of Payment*

*Proof of payment = cancelled check, credit card/bank statement, RSO account balance sheet

**Proof of attendance = nametag, handouts, booklet, agenda, roster, schedule, picture, etc.

All small pieces of documentation must be taped to a standard 8 ½ x 11 sheet of paper.