



Foundation Finance and Advancement Services Reimbursement Procedures

- Receipt must show the merchandise was paid for (i.e. credit card, last four of credit card number, cash given)
- If you order something online, the receipt must show the credit card you used to pay for it. An order confirmation is not enough. If you do not have that, then a bank/credit card statement showing the amount paid to that vendor will be sufficient.
- The max reimbursement for tips is 15%. Anything over that amount will not be reimbursed. If a venue includes the tip on their bill the full tip will be reimbursed. If this amount is 15% or more, do not include any addition tips yourself. Additions will not be reimbursed.
- If the event attendance is under 10 people, please provide an attendance list.

Please allow 10 business days from date of submittal for check to arrive.