We will reimburse for:

- Cultural Events (maximum $15/ticket and $50 per student per semester)
  - All UGA & T&G events are fair game; others must be approved by Jessica
- Big/Little mentoring meals (maximum $10/person and one meal per semester)
  - Can be just you and your big/little, or combine for the whole family
- Recruiting Meals (when advertised by Jessica)
- Other approved expenditures, etc.

Here is the paperwork needed for reimbursement:

1. Fill out a Non-Employee Payment Form
   a. If you are submitting multiple receipts, fill out one NEPF summarizing all the receipts
2. Fill out an Entertainment Form
   a. If you are submitting multiple receipts, we need an Entertainment Form for each receipt
3. Tape down your receipt(s) to a blank sheet of computer paper.
   a. Tape all around the edges, trying not to tape over the ink on the receipt, as the tape’s adhesive will erase the ink.
   b. If your receipt is printed on a full sheet of paper, that’s fine!
4. Paperclip (do not staple!) it all together and place in the blue hanging folder behind Emily’s desk (across from the microwave)
5. Emily will email you when the check comes in, usually about 3 weeks later

Fill out the following fields on each form (see example also):

- **Non-Employee Payment Form**: (if submitting multiple receipts, summarize all event info on one form)
  o (1) Payee Name – Your full name
  o (2) Payee Address – Your home/permanent address
  o (4) US Citizen status – you must be citizen/permanent resident to get reimbursed
  o (5) Fee associated with visit: No
  o (6) Currently enrolled as a student: Yes
  o (7) Have you been employed by UGA in the last 2 years?
  o (8) Business Purpose
    ▪ Detailed explanation of reason for reimbursement; some examples:
      - Reimburse Foundation Fellow Emily Myers for a big/little mentoring meal with Jessica Hunt at Ted’s Most Best on October 9, 2017.
      - Reimburse Ramsey Scholar Emily Myers for attending a cultural event on November 12, 2017: UGA Symphony performance.
      - Reimburse Foundation Fellow Emily Myers for a recruiting lunch with prospective Foundation Fellows and Ramsey Scholars on January 20, 2018.
  o Check “Reimbursement of valid University expenses incurred”
  o List the amount of your receipt(s) under “Other expenses (receipts required)”
    ▪ Form will automatically calculate the “Grand Total”
  o Sign and date by “Signature of Payee” (top signature; Dr. Williams signs the bottom one)

- **Entertainment Form**: (if submitting multiple receipts, will need one form for each “event”)
  o (2) Account #: 20-42000; Account Name: Foundation Fellows
  o (3) Amount to be Reimbursed
  o (4) Time, Date, and Place of Occasion (include full address)
  o (5) University Related Business Purpose Served by the Occasion
  o (6) Listing of Individuals Entertained
    ▪ List names of all who are covered on your receipt and their relationship to UGA; examples:
      - Krystal Lo – Foundation Fellow; Katie Googe – Ramsey Scholar;
        Shaun Kleber – FF alumni; Jessica Hunt – Honors staff; Meghan Skira – UGA Professor;
        Example McExampleson – Prospective Student, etc.
  o Entertainment Approved By: you sign and date here

Any fields not mentioned above can be left blank; Emily will fill them in.