

CLUBS AND SOCIETIES

FINANCIAL REIMBURSEMENT APPLICATION

SEMESTER 2 2019

Use this form to request to be reimbursed for Club spending each semester.

Complete the attached Financial Reimbursement Application and email the completed document to ClubsStudentGuild@usc.edu.au by midnight on the **17th November 2019**

Use this application for reimbursement for any clubs spending from 28 June until 17 November 2019.

Please note that a club event must have had a Risk Assessment approved to be eligible for reimbursement.

What documentation do we need?

You must have appropriate documentation for any spending you are requesting to be reimbursed for. Your documentation must show where the money went and what it was used for.

You need to supply:

- Bank Statements (starting at the beginning of the last funding agreement and ending within the last 7 days)
- Receipts (where applicable)
- Invoices (where applicable)
- Any other documentation

Submission Requirements

- Your club must be affiliated with the University of the Sunshine Coast Student Guild.
- Bank statements must be issued within the last 7 days and show all financial activity for the funding period.
- The amount on the receipt or invoice must correlate exactly to the amount of the transaction on your bank statement.
- All receipts and invoices must be scanned or photographed, numbered, and attached to the end of this document.
- An invoice must contain the supplier's name, contact details, ABN, description of the goods / services, date and total amount. An EFTPOS receipt alone is not enough.
- It is recommended that you make digital copies of the original receipts for your records. Sales receipts fade quickly.
- The information included in this application may be used to determine future funding for your club.

Questions?

If you have any questions regarding this information, or need assistance filling out the Financial Reimbursement Application form, please do not hesitate to contact the Student Guild through ClubsStudentGuild@usc.edu.au.

Guild Funding Items

The Guild will reimburse a maximum of \$500 per semester.

All expenditure should be accompanied by receipts or invoices, attached at the end of this document.

ITEM/EVENT	DATE	REIMBURSEMENT AMOUNT	RISK ASSESSMENT APPROVED? <i>(office use only)</i>	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
TOTAL				

Attachments

Please attach all financial evidence here. A checklist has been provided to assist.

- Bank statements (starting when you received the last round of student guild funding and ending within the last 7 days)
- Receipts and invoices for each individual transaction.
- Any other documentation that may assist.

I confirm that

All details listed in this Financial Reimbursement Application are true and correct at the time of submission;

I agree to provide any further information as requested by the USC Student Guild to assist in determining the allocation of future funding;

I understand that the completion of this form does not guarantee reimbursement;

Confirmation	
Name	
Position	
Signature	
Date	

OFFICE USE ONLY	
Date Received	
Date Considered	
Accepted by Selection Panel	Yes No