



# Tips for Quick SOA Reimbursement

*Advice from the MUSG Finance Office*

▶ **Collect receipts as they are generated.**

For large groups it may be best to have a designated receipt collector. MUSG cannot reimburse purchases if there is no proof of purchase.

▶ **Recall that you have been allocated a limited amount of funds for each spending area.**

Recall that your organization was allocated funding for specific types of costs, such as Publicity, AMU Expenses, Off-Campus Lodging, and etcetera. When requesting reimbursement for these expenses, be sure not to request more than you were allocated in each category.

**For Example** You were allocated \$450 for AMU Catering and \$300 for Publicity. When it comes time to be reimbursed for these expenses your organization will not be reimbursed more \$450 for Catered Food even though you may have spent \$900. Please also note if you only spent \$100 on publicity the remaining \$200 is **not** transferable to the balance of your catering costs.

▶ **Be sure to use valid forms of documentation when requesting reimbursement.**

*MUSG follows a University-wide policy outlining what is considered to be valid financial documentation.*

When requesting reimbursement be sure to include at least **one** of the following (more than one is also acceptable):

- Receipt of purchase
- Invoice
- Fully executed contract

▶ **For the fastest turnaround, submit requests before Thursday afternoon.**

Generally, a check for a reimbursement request filed before Thursday afternoon will be ready the following Wednesday afternoon.

▶ **Checks can be made payable to Organizations.**

If your **organization** wishes to be reimbursed (as opposed to an individual) the **President** or **Treasurer** must file the reimbursement request through MUSG. Be sure to follow the same procedures outlined above.

**Should you have any questions about the financial policies, please feel free to contact the MUSG Finance Office.** *Keep in mind we are staffed by students and therefore our Office Hours may vary slightly from the posted times.*

**MUSG Finance Office**  
**AMU 133**  
**(414) 288-7114**  
**[musgfinance@marquette.edu](mailto:musgfinance@marquette.edu)**