



Contracts, Fees, Rentals (8074)

Instructions:

BICC approval of your travel expenses does not guarantee automatic reimbursement. You must submit receipts to ASI to get a reimbursement. **You may only submit original receipts.** ASI Accounting (not the BICC) decides the guidelines with which you must comply for reimbursement. Cancelled checks or credit card statements are not acceptable substitutes for original receipts and **will not be considered** by ASI Accounting for reimbursement.

Organization members who choose to use this envelope as a convenience **MUST** check all the required documents before sealing the envelope. Please do not submit an incomplete packet, as it will be returned to you without being processed.

Please **DO NOT** place any 8077 document in this envelope. They will be returned to you without being processed. You **MUST** meet with the Vice President of Finance to submit documents related to all on-campus events.

This packet must be turned in **no later than 4 weeks**, starting the Tuesday following the date of your event.

Action Item Checklist:

- ___ Copy of Finalized Proposal Packet
- ___ Original receipt(s) for printing material(s) enclosed. (All printed materials must have both the ASI and BICC logos displayed to receive funding.)
- ___ Submit a one page, typed summary of 350 words or more of the event
- ___ Give a presentation to the BICC on how your conference trip was valuable to you and your organization, both professionally and academically.

Date Envelope Due: _____

Date of Presentation to BICC: _____

Any expenses that do not have receipts will not be reimbursed