

POST-PROPOSAL PROCEDURE

revised Aug 2006

All forms are available at <http://cbect.fullerton.edu/bicc>

Prior to your event:

- Have all participants fill out a “Delegate Contract Form”. Turn all completed forms into the CBE Assistant Dean for Student Affairs (Emeline Yong) in LH-700
- If you will be using personal vehicles or rental vehicles for the event, have all drivers fill out an “Authorization to use Privately-Owned/Rented Vehicle” Form. Turn all completed forms into the ASI Executive Office TSU 211.

During the event:

- **Save ALL ORIGINAL RECEIPTS!!! Copies of receipts, credit card statements, cancelled checks, etc cannot be accepted.**
 - Hotel Receipts should be on the Hotel letterhead
 - Conference/Event receipts should be on the host’s official letterhead
 - For airfare:
 - Save all boarding tickets
 - Confirmation of [paid] ticket fees (i.e. printed email)

After the event:

- Each participant must write a [minimum] of a 350 word summary about the event. This should include useful information learned at the event (i.e. Dr. Puri showed how the increasing trend of...)—not merely a summary of activities (i.e. first we had a session with Bill Gates, then we broke off, then we had a banquet...)
- No later than **two BICC meetings** after returning from the event, the BICC rep needs to give a follow-up presentation to the BICC Representatives. In approximately 2-3 minutes, the rep should give a summary of the event including useful information learned.
- No later than **4 weeks** after the event, the Travel Receipt Envelope (8077) is to be given to the VP of Finance. The packet consists of the following, each participant funded by the BICC needs to provide the proper documentation listed below (in this order):
 - Copy of Finalized Proposal Packet
 - Original Receipt from Hotel
 - Original Receipt for Airfare
 - All Participants Boarding Passes for both departure & return flights
 - Original Receipt for Conference Registration
 - 350 word summary of event [minimum]
 - Listing of who is receiving what reimbursement, and the mailing address for each person

IMPORTANT!!!

- Valid receipts are required for all reimbursements.
- Failure to meet deadlines **terminates** the funding request—no reimbursement will be given.
- Fulfill deadlines as early as possible.

As the BICC Representative for your club/organization, you are responsible for guiding your club/organization's funding request and reimbursement process. You need to understand all rules/procedures. If you have any questions, contact the VP of Finance as early as possible.
