SCPF Reimbursement Guidelines

*PLEASE READ THOROUGHLY*

All expenses will be paid after the event has occurred. Please refer to the SCPF Funding Disbursement link at [http://oiir.illinois.edu/about/scpf-funding/disbursement](http://oiir.illinois.edu/about/scpf-funding/disbursement) for details on reimbursements. The “Funding Disbursement Form” and the questions for the "Final Report" are available through the website above and must be submitted **within 30 days of the funded event.** Electronic submissions will not be reimbursed. However, we appreciate submission of all documents as soon as all materials are available. Reimbursement documents turned in beyond 30 days will not be disbursed and will result in forfeiture of funding for the organization or department.

Processing of receipts will not occur until the following materials have been submitted as **HARD COPY** originals:

- Funding Disbursement Form – accessible via SCPF website
- Final Report – accessible via SCPF website
- Publicity for event including “Paid for by Student Cultural Program Fee” identifier

The following materials must also be submitted:

- Reimbursements to UIUC RSOs or Departments:
  - *Original, itemized* (list of items purchased) receipt and *sale* (proof of purchase, such as credit/debit card, check or cash) for each expense (each receipt should be taped, **not stapled**, to an 8.5” x 11” sheet of paper; please do not tape over the text on receipts)
  - Please do **not** include personal expenses on receipts or you will be responsible for figuring the eligible reimbursement.
  - Non-English language receipts must be translated into English for reimbursement.
  - *Do not fold* identifying information, simply fold the bottom of receipt under

After processing the paperwork, funds will be reimbursed to the **SINGLE** university account which submitted the initial application. Please allow 2-4 weeks for processing disbursements.

If you have any questions please email SCPF Graduate Assistant: [scpf@illinois.edu](mailto:scpf@illinois.edu), before you submit materials.

In order to receive approved funding from the Student Cultural Programming Fee, both the Final Report and the Funding Disbursement Form should be submitted to the SCPF Graduate Assistant, (120 Swanlund Administration Building) NO LATER THAN 30 DAYS AFTER THE LAST DAY OF THE EVENT.