

Student Cultural Programming Fee

Final Report for Reimbursement

1. Provide the number of attendees for the event. Additionally, please estimate the number of students, faculty, staff, or community members in attendance. If less than 20 individuals attended and food was served attach a list of each individual in attendance by name. (Names must be provided for all shared meals with guest speakers/performers)
2. Describe any issues that were encountered throughout the application, event, and reimbursement process.
3. Explain how this event/program met the originally stated goal.
4. Describe any changes that were made during the planning and execution of the event (i.e. date adjustment, budget, and guest speaker).
5. List all other funding sources along with amounts & line item (i.e. SORF, PCC, university departments, etc.).

Funding Unit	Amount	Line item	Note

6. Complete the chart below listing each vendor according to the line item category with expense amount and total for each category. (Example provided for first line item). If the original receipts are not submitted, please explain the reason under the table below.

Line Item	Vendor Names	Amount	Total	Original Receipts (Yes/No)	Account Code (For University Department Only)
Advertising					
Decorations					
Supplies					
Program Printing					
Equipment Rental					
Space Rental					
Speaker Fees					
Transportation					
Lodging					
Meal Cost					
Security					
Catering/Food					
Other					
Total					

7. Please check the following boxes for the MUST INCLUDE of your reimbursement packet:

- Funding Disbursement Form
- Final Report
- Original Receipts
- Contract/Letter of Agreement with Guests
- Advertising for Event Including SCPF Statement

- ✓ Please be sure to keep a copy of all receipts and documents prior to submission; original receipts must be submitted for reimbursement.
- ✓ Ensure that receipt text is not covered by tape. Text printed on receipt wears away and is not legible when covered by tape.
- ✓ Contact our office prior to the 30 day deadline if there are any issues submitting reimbursement on time.

- ✓ All reimbursement documents must be submitted no later than 30 calendar days after the event has occurred.