

SOM-SEC INTEREST GROUP REFUND REQUESTS

Updated: February 20, 2019. For Dissemination on 2.25.2018

Nomenclature:

- SEC: Student Executive Council
- SECF: Student Executive Council Finance [Team] (Eric and Souvik)
- SOM: School of Medicine
- SORC: Student Organization Resource Center. Located on the 8th floor of the William Pitt Union.
- IGs/IGCs: Interest Groups/Interest Group Coordinators (you all!)

Key Points:

- SECF has an email address – secf@pitt.edu – all questions/concerns/complaints/inquiries/fun facts should be sent here instead of the individual school/personal emails of SECF members (please!).
- It is your responsibility to turn in your own paper copies of the W-9 to SORC
- SORC processes refunds digitally through a Google form. This document is intended to highlight the process of requesting refunds. This will be reiterated at a mandatory meeting in March
- Instructions include Table 1 – Required and Supplemental documentation.
- Instructions include Figures 1 & 2 – flowcharts briefly detailing the activities planning and refunding processes.
- Instructions include screen captures of the SORC Google Form with written instructions on how to fill them out.

Overview:

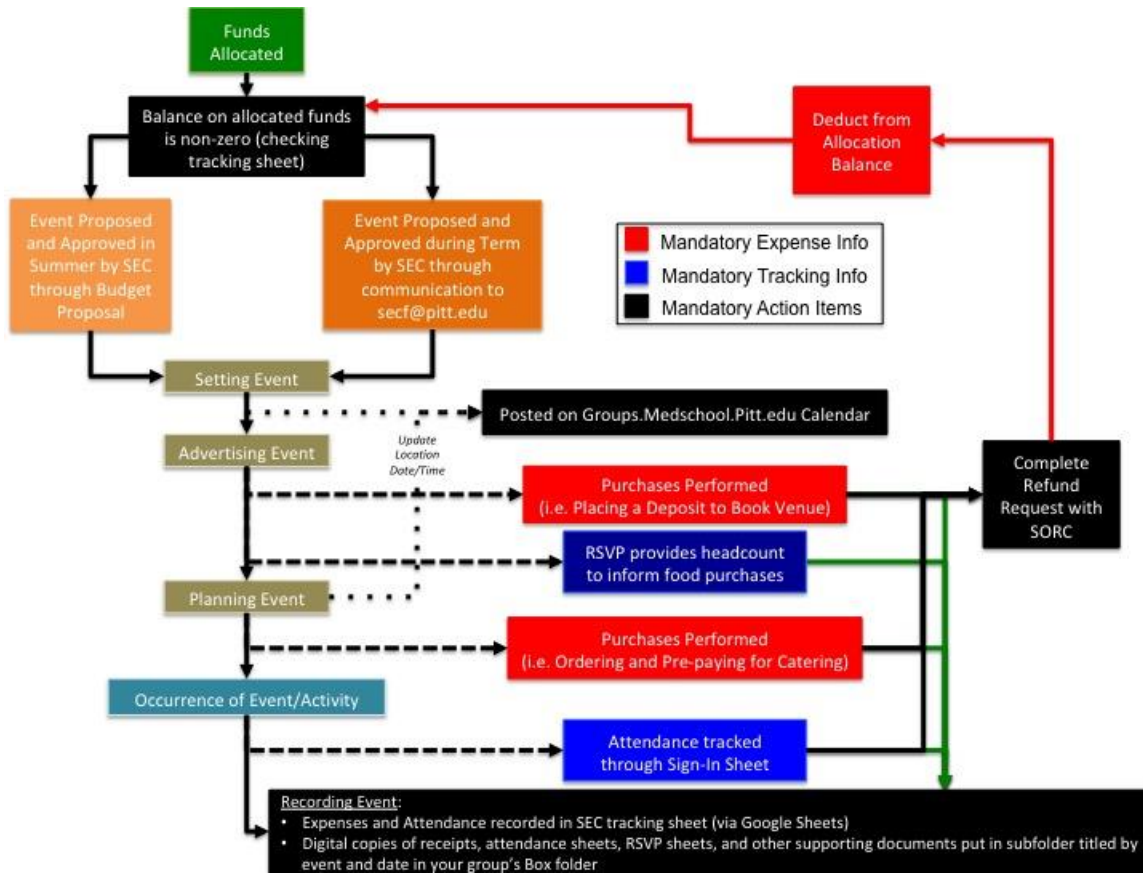


Figure 1. Flowchart overview of event planning in the context of IG activities with refund requests.

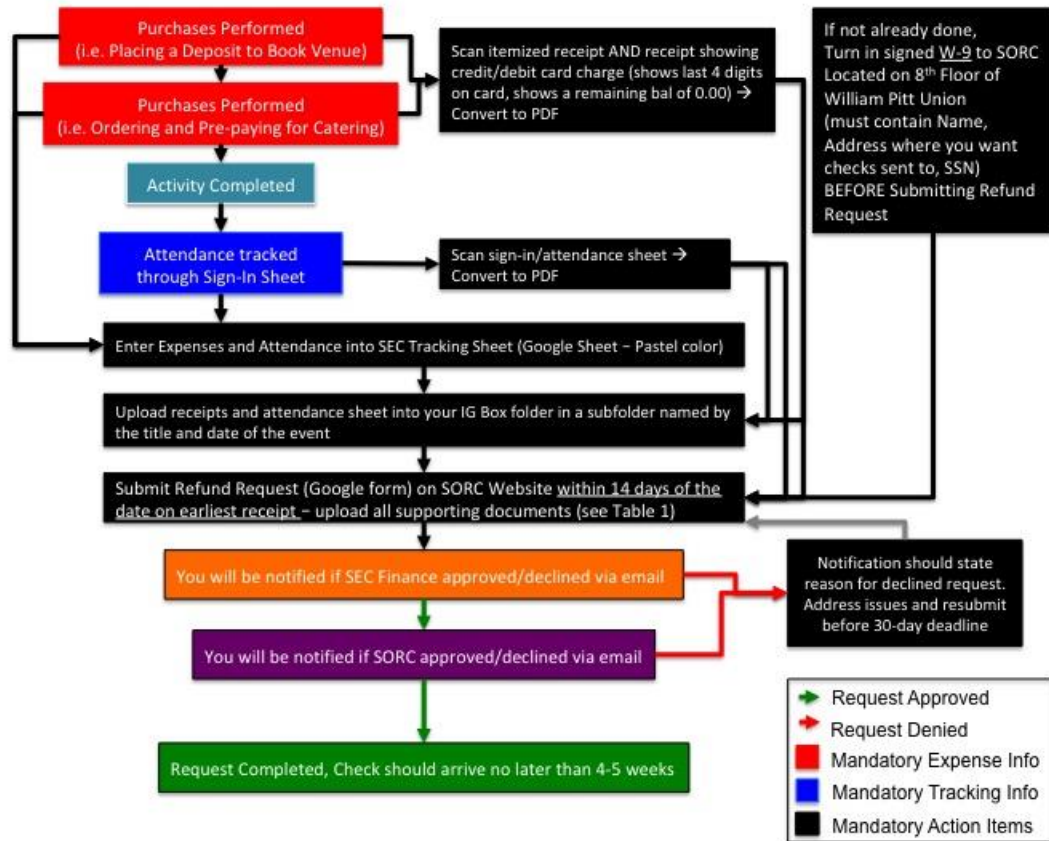


Figure 2. Flowchart overview of refund request process, integrating both SORC and SEC requirements from IGs.

Expectations:

You are responsible for turning in any W-9 forms directly to SORC on the 8th floor of the William Pitt Union. If you moved, you will need to turn in a new W-9 form. If you want your check to go to a different address, you will need to turn in a new W-9.

Approval from SECF for refund request requires:

- ✓ IG Box folder contains the receipts and attendance sheets for your event in a folder named with the title and date of the event.
- ✓ IG Allocation/Tracking Google Sheet (pastel color) is updated with attendance and expenses for the event being approved. (*These forms are currently in Google Drive. We will transition it to Box as well for a one-stop location. We'll update you when the transition is complete.*)
- ✓ Your allocation has sufficient remaining balance to cover the requested amount.

- ✓ For events with food, you've entered in a reimbursement amount not exceeding \$8 per individual attended or RSVP'd (which ever is largest).
- ✓ **Correctly filling out** the SORC form per instructions below.
- ✓ Correct documentation uploaded to SORC form outlined by Table 1 as PDF attachments.
- ✓ Oldest receipt is dated no older than 14 days.
- ✓ You properly assigned secf@pitt.edu as the email of the business manager at the end of the SORC form per instructions below.

SECF will approve/decline your requests within 1-2 business days.

All refund requests are due within 14 days of the date on your earliest receipt per SECF standards. This is to allow for cushioning on SORC's deadline of 30 days with the anticipation that you will make at least 1 error on any given refund request (this hasn't been that unreasonable to assume thus far). If you submit within this time frame, SECF is better able to help you complete this request if it has errors/problems. If your first submission on a request is past the 14 day deadline, we will still approve/decline based on if it appears in accordance with instructions from SEC's perspective, but any errors you make resulting in a decline from SORC will be your responsibility to resolve within their 30 day deadline.

If we decline your request at any point, comments will be issued on the form notification or in a follow-up email stating what needs to be fixed. SORC will likely issue comments in the same fashion or will email SECF or you directly. Please check your "other" inbox if you use a "focused" inbox set up in outlook, as this is where the notification will end up sometimes. It is not the responsibility of SECF to make sure your requests are in on time henceforth.

Any refund requests submitted more than 30 days from the date on the earliest receipt will be declined – SORC will not accept it. You may resubmit with the absence of this old receipt if you have others that still fit in the window.

Food expenses require attendance sheets submitted to SORC (Table 1). SECF will only approve reimbursement up to \$8 per person in attendance. If more people RSVP'd than attended, we will base our ratio off of the RSVP sheet.

Alcohol expenses require pre-approval from Dean Harvey with a letter of approval that must be submitted along with the refund request (Table 1).

Step 1: Does SORC have your W-9 Form? Here's how to turn it in.

- If you have successfully completed past refund requests, and have not moved, your W-9 on file should be sufficient.
- If you have not completed a past refund but have given us your W-9, you may verify with sorc@pitt.edu about whether your W-9 is on file with their office.
- If you have moved or wish to send your check to an address that does not match what is on your W-9 on file, you must fill out a new W-9 (see below)
- If you have not turned in a W-9, you must fill out a new W-9 (see below).
 - *W-9 forms may be found at the following link:*
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
A link to this form is also available on the SEC Finance Website.
 - *Fill in Name, Address (where the check is to be sent, matching your refund request address), SSN, and must be signed and dated. Do not worry about the checkboxes.*
 - ***Deliver your completed W-9 to the main desk at the SORC office on the 8th Floor of the William Pitt Union building (Bigelow and Fifth, across Fifth Ave from Soldiers and Sailors Hall and to the left of the Starbucks on Fifth)***

Step 2: Gather and Store Digital Documentation on the Box

Table 1. SORC Required and Supplemental Documentation for Refund Request

Required	Supplemental
<ul style="list-style-type: none"> • Original (vendor issued), <i>itemized</i> receipt AND • A receipt/invoice with a final/remaining balance of \$0.00 OR A receipt that shows the <i>last four digits of a credit/debit card</i> being charged • RSVP/Attendance list (<i>must be provided for all food and beverage purchases</i>). • <i>For all alcohol purchases</i>, an advisor-signed memo of approval must be submitted. For the med school, this is Dean Harvey. Please be advised this can take weeks to get addressed since she's so busy. If you foresee an alcohol purchase, you must email secf@pitt.edu about a month in advance of the event so we can help get this completed. 	<ul style="list-style-type: none"> • A bank statement can be used if you do not have a receipt or invoice that shows a balance of \$0 or that shows the last four digits of your credit/debit card. • DO NOT only provide a bank statement. It must be provided with an itemized receipt. If you are missing a receipt, try contacting the merchant to see if they can reprint it.

- All documentation, including receipts, should be saved as PDF files. Verify the file has converted correctly by opening it.
 - Save your paper receipts in case you need to reissue copies of them, and for your own auditing protection.
- Add all documentation to your group's Box folder in a subfolder for the event (title the subfolder as the event and date, i.e. "09-21-2018 SEC Orientation" inside the SEC folder on Box).
 - E-mail secf@pitt.edu if you need access to or creation of a Box folder for your IG.
 - *We need the receipts in your Box before the refund request comes to our approval, otherwise we will not approve.*
- Save your digital copies of documentation for the SORC request form.

Step 2a: Documentation for IG Travel

- If your group wishes to spend funds on travel to a conference or other IG-related event, refund requests must include **1 additional document** in addition to the above directions in Table 1:
 - Google map showing your route -- starting point & round trip end **point must be William Pitt Union on Fifth Ave.** Print out should include the mileage of this route.
 - Gas and snacks purchases should be provided on receipts per the above directions when submitting for a trip.

Step 3: Update your Google Sheets allocation/tracking sheet

During the IG transition meetings with your immediate predecessors, you should have been given access to a Google Sheet with pastel coloring (see example below) that had your activities and community service/conference allocations reported. This sheet also has space to enter event information – **we want the attendance and expenses filled on this sheet before every refund request – we will check this sheet before approving your request.**

	A	B	C	D	E	F	G	H
1	AGS							
2	General Information	Coordinators	Contact Information					
3								
4	Faculty Advisor							
5	Advisor Name:							
6	Advisor Email:							
7	Advisor Title:							
8	Reminder: Groups are not permitted to have off-campus bank accounts -- all funding should go through the SEC or your group's department.							
9	Activities							
10	Amount Allocated	\$0.00						
11	Event	Description	Description of Event	Date of Event	Attendance	Amount	Refunded	Y/N
12								
13	Community Service, Conferences, Fees							
14	Amount	\$0.00						
15	Event	Description	Description of Event	Date of Event	Attendance	Amount	Refunded	Y/N
16								
17								
18								

Figure 3. Sample Allocation-Tracking pastel sheet via Google Sheet.

If you have questions about where this sheet is or how to access it, please email secf@pitt.edu and we will make sure you have the link/figure out why you didn't get it sooner.

N.B.

This form is currently housed on Google Docs. The 19-20 Finance Team is working on moving this form onto Box so that receipts and budget tracking is housed in one central location.

Keep updating the Google form on Google. We will update you when the change-over is completed.

Step 4: SORC Online Reimbursement Request Form (Google Form)

1. Go to SORC website (<https://www.studentaffairs.pitt.edu/sorc/>)
 - a. Click on *Forms & Policies*, select the “*Financial*” dropdown in the Forms section of the page.
 - b. Select the “*Online Reimbursement Form*” link or go to this link <https://tinyurl.com/2019SORCReimbursement>
 - c. You will be redirected to a Google form which you should fill in completely as directed below and instructed on the form.
 - d. You may need to log into Google in order to use this form.
2. Read the introduction section – if you followed our past instructions, you will have completed all of this.

Reimbursement

Before submitting a reimbursement request, please prepare any supporting documents related to your purchase in PDF format.

Supporting documents may include:

If your receipts contain food items, please prepare a guest list.

If you are being reimbursed for gas or mileage, please submit a map indicating the directions to your destination.

For graduate student groups: if your purchase is alcohol-related, please submit an advisor-signed memo.

If you are not employed by the University, or if your address has changed, please visit the SORC office to fill out a W-9 form. PLEASE NOTE: W-9 forms need to be turned into the SORC office in person.

Please refer to <http://www.studentaffairs.pitt.edu/wp-content/uploads/2018/10/Online-Reimbursement-Form-Directions.pdf> for a list of accepted supporting documents.

After your request is submitted, your organization’s Business Manager needs to electronically approve your request via email.

After all documents have been submitted, you will receive an approval or denial email from SORC within 5 business days.

3. **Email** – use your school email

* Required

Email address *

ern18@pitt.edu

4. **Payee First & Last Name** (as it appears on your W-9 or checking account)

Payee First & Last Name *

Eric Nturibi

5. Payee Phone Number – your phone number

Payee Phone Number *

412 - 123 - 4567

6. Payee Address – THIS MUST MATCH YOUR W-9 – Make sure to include the street address and apt number as well as city, state, zip code.

Payee Address *

Include city, state, and zip code.

123 Myaddress St., Apt 1
Pittsburgh, PA 15XXX

7. Today's Date

Today's Date *

Date

02/22/2019

8. Name of Student Organization – You must put “SOM-SEC” at the beginning of this field followed by your group’s name (i.e. “SOM-SEC – Surgery Interest Group”). SORC doesn’t recognize our individual interest groups, it only has SEC registered, and it only distinguishes our account as SOM.

Name of Student Organization *

SOM - SEC - My Interest Group

9. **Business Manager's First and Last Name** – this is Eric Nturibi until December 2019 – then it is whomever the new VP of Finance is.

Business Manager's First & Last Name *

Eric Nturibi

10. **Date & Description of Event** – Self explanatory. You DO NOT need to go into that much detail for SORC. They just want to know date, did someone speak/present, did you travel somewhere, did people eat, did people do some event?

Date & Description of Event *

Please indicate if this is a Travel Grant.

October 22, 2018 - Instructional Guide for IGCs - updated our instructions for the med school interest group coordinators to complete their request. Food was served (I ate while I did it).

11. **Status** – Y'all are students. Just check that box.

Please select from the following statuses *

Employee, student workers, and faculty

Student

Other: _____

12. **Is this your first reimbursement?** – answer to the best of your knowledge. This is a question sensitive for your W-9 being filled out and submitted to SORC

Is this your first reimbursement? *

Yes

No

No, but my address has changed, and I need a new W9

13. **Is your organization active with SORC?** Yes!

Is your organization active with SORC? *

Yes

No

14. Are funds requested private or allocated? All of your IG refund requests are private. Allocation is a different thing in SORC speak (DO NOT check “allocated”).

Are funds requested private or allocated? *

If allocated, list the name of allocation under the "Other" field below.

Private

Allocated

Other: _____

15. The 30 day checker – If your receipts are older than this, you’re probably going to get denied. You’ll want to have emailed SECF before having to answer Maybe or No to this question to see if we can even submit the refund request.

Are the dates on the receipts within 30 days? *

Yes

No

16. Was a travel grant awarded? – probably not, select No.

Was a travel grant awarded for this expense? *

If yes, please specify the amount of the grant in the other field.

Yes

No

Other: _____

17. Explanation of Purchases (x4) – This section is straightforward, just give them what they want. I would separate your purchases between each of the

four entry spots by receipt/vendor. If you purchased from more than for vendors or have more than 4 receipts, cluster them logically and demarcate appropriately.

Please include the following information: date of purchase, description of expense, amount, and location of purchase. *

Oct. 21, 2018 - Trader Joe's food expenses, the food I consumed while filling out this tutorial - 100.00 USD - Pittsburgh, PA

18. **Total Reimbursement Amount** – This is your asking price. I would clarify a unit (\$, USD, etc.) since not all that students ask for refunds for is in US dollars. This price should not exceed the total of your receipts.

Total Reimbursement Amount *

100.00 USD

19. **Email of Business Manager** – Of all the sections on this form, THIS IS THE ONE YOU WANT TO MAKE SURE YOU GET RIGHT. ONLY ENTER “SECF@PITT.EDU” IN THE ANSWER FIELD. It’s the only way we’ll see the request for approval

Please provide the business manager's email address below *

The business manager must sign off on this request before the reimbursement can be processed.

secf@pitt.edu

20. **Upload** – Uploading PDF documents. Attendances, receipts and all that stuff in Table 1. **You can upload up to 10 files, totaling under 1GB. Again, ONLY UPLOAD PDFs!**

Receipts and additional documentation

Please upload supporting documents in PDF format.

These may include:

If your receipts contain food items, please prepare a guest list.

If you are being reimbursed for mileage, please submit a map indicating the directions to your destination.

For graduate student groups: if your purchase is alcohol-related, please submit an advisor-signed memo.

If you are not employed by the University, or if your address has changed, please visit the SORC office to fill out a W-9 form. PLEASE NOTE: W-9 forms must be submitted in person to the SORC office.

Please upload your documents here in PDF format. *

W Conference-Reque... X allocation.png X

Conference-Requests-1.docx


ADD FILE

21. Hit **Submit** – you may choose to get a copy of your response but the form system SORC uses will also send you a notification of your form submission. Following Submission, check for the emails in the next Step.

Step 5: Notification/Confirmation of Request

Following your submission, you will get an email with your request summary:

Request Confirmation



Form Approvals <pittsorc@gmail.com>
Nturibi, Eric Mutwiri
Monday, February 25, 2019 at 2:51 PM
[Show Details](#)

REQUEST [#384](#) | RECIPIENTS: 2 | FEB 25, 2019

Reimbursement

[Track request](#) | [Cancel request](#)

Your request has been sent to the first recipient.

Requestor:	ern18@pitt.edu
Payee First & Last Name :	Eric Nturibi
Payee Phone Number :	412 - 123 - 4567
Payee Address:	123 MyHomeAddress, Apt 1, Pittsburgh, PA 15232
Today's Date :	Feb 22, 2019
Name of Student Organization:	SOM SEC - My Interest Group's Name
Business Manager's First & Last Name :	Eric Nturibi
Date & Description of Event:	02.22.2019. Lunch talk on how to fill in forms. xx people attended, and food was served
Please select from the following statuses :	Student
Is this your first reimbursement?:	No
Is your organization active with SORC?:	Yes

This is a super useful email. You can click on “Track Request” to see if SECF has approved it yet, as well as SORC. You can “Cancel Request” as well if you made a mistake and want to fix it before SECF has a chance to decline it (or if you forgot to include SECF in the email section!). **SAVE THIS EMAIL** until you get the check.

Step 6: SECF Approve/Denies Request

We will get a notification similar to the one you got, except that we can't cancel or track your request directly the way you can. We can only approve or deny the request. **We will approve/deny within 1-2 business days.**

Suppose the request is declined:

The email entered as a requestor immediately gets notified of the request getting declined. This is why it's really important that you check your email and look in your "other" inbox if you use Outlook's "Focused" inbox style. Emails may be shunted there. **Please note that SECF is not notified directly when SORC declines a request – this means that the responsibility really is up to you.** An approval/completion notification is similarly issued to you as soon as SORC/SECF approves.

Step 7: SORC Approve/Denies Request

Once SECF approves the request, then SORC is sent a copy of the request. SORC will not see any request until we approve it. **You will receive an approval or denial email from SORC within 5 business days. Again, SECF is not notified when SORC declines a request, just when a request is completed (i.e. when both SECF & SORC approve).**

After a completion notification is issued, SORC will put in your request to Payment Processing within 1-2 business days and from there it should take no more than 3-4 weeks to issue a check, ideally less. If you have not received a check within 4 weeks, email secf@pitt.edu so we can investigate and record this issue for internal tracking reasons.

Questions?

Email us at secf@pitt.edu

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Updated: Eric Nturibi, Souvik Roy – SEC Finance Team 2019