



**PROOF OF PAYMENT POLICY**  
**STUDENT ORGANIZATION FUNDING COMMITTEE**  
**UNIVERSITY OF MICHIGAN CENTRAL STUDENT GOVERNMENT**

*Effective 2020-05-12*

SOFC allocates funds on a reimbursement basis. Registered student organizations (RSOs) must submit valid proof of payment in order to claim awarded funds via reimbursement. All funds are transferred directly to the RSOs SOAS account. All proof of payment considered for reimbursement must be submitted prior to the proof of payment deadline associated with the specific application wave. **All reimbursements are contingent upon the submission of valid receipts that are consistent with items outlined by the RSO in the approved funding application.**

**PLEASE NOTE**

Failure to provide proof of payment (1) that is consistent with valid criteria and (2) by the appropriate deadline results in forfeiture of the entire funding award and any subsequent reimbursement, regardless of grant size, expenses incurred, or any other RSO specific circumstances.

**VALID PROOF OF PAYMENT CRITERIA**

(Must include all of the following to be accepted)

- Date
- Vendor or Payee
- Payment Method
- Total (itemized when applicable)
- Transaction ID (for checks: proof of deposit)

**INVALID PROOF OF PAYMENT EXAMPLES**

(Must not classify as any of the following)

- Direct cash transfers or money orders
- Venmo, Paypal, and other payment application transfers
- Unpaid quotes, estimates or invoices
- Unpaid confirmation of reservation or booking

**DISCLAIMER**

When claiming funding for partial amounts on a receipt, RSOs must clearly identify the amounts for which reimbursement is being requested. Please highlight these amounts in ink or digitally before uploading documentation to this form. If the entirety of a receipt is being claimed for reimbursement, explicit identification is not required. Failure to perform this step, when necessary, may result in forfeiture of funding, regardless of the amount SOFC initially awarded.



## **SEMESTER CLAIM LIMIT**

RSOs are permitted to claim a maximum of \$10,000 in SOFC funding in any given semester under normal circumstances. NOTE: RSOs can request an aggregate amount across all waves in excess of \$10,000. All requests are thoroughly reviewed, but are generally highly unlikely to equal the eventual award amounts. Moreover, an award is not the same as a claim. An award represents the total amount in dollars which a student organization may claim. A claim may be equal to or less than the award amount in accordance with the proof of payment documentation submitted.

## **FUNDABLE PERIOD (SUMMER 2020)**

SOFC policy allows for the reimbursement of student organization expenses dependent on when the specific expenses are incurred, not when the related event/function took place.

For the summer 2020 funding period, SOFC will accept proof of payment documentation with dates beginning Monday, March 16<sup>th</sup>, 2020 and ending Friday, August, 21<sup>st</sup>, 2020. Except for in cases of extenuating circumstances, SOFC cannot fund expenses dated before or after this window during Summer 2020. Expenses dated Friday, August 21st, 2020 and later are eligible for fall 2020 SOFC funding. Questions about the fundable period or inquiries regarding extenuating circumstances should be addressed to SOFC Office Hours. The [Office Hours schedule](#) is available on the SOFC website, at <https://www.csg.umich.edu/office-hours>.

## **MILEAGE POLICY**

Transportation related expenses incurred with a private or non-university rented vehicle (i.e., gasoline, highway tolls, parking, etc.), may only be reimbursed up to \$0.58 per mile, per University policy (see SPG 507.10-1(III)(D)). All proof of payment (gas receipts) for mileage must be submitted in addition to a map (i.e Google Maps) depicting the route taken and total distance travelled.

## **DOCUMENTATION FORMAT**

SOFC requires all Proof of Purchase documentation to be submitted online as a single PDF file. Please carefully merge all receipts before uploading the file to the form. Furthermore, Proof of Purchase documentation must be submitted using the following file name format: "Student Org Name\_Project Grant Code\_Wave X Receipt." Please be certain to replace "X" with the proper Wave # for which reimbursement is being requested. Failure to adhere to this submission format may result in forfeiture of funding, regardless of the amount SOFC initially awarded.

## **RECEIPT EXTENSION**

If your organization has any extenuating circumstances that would prevent you from submitting proof of payment by the date listed on the schedule, email us at [csgfunding@umich.edu](mailto:csgfunding@umich.edu) before the deadline to describe your situation and request that a receipt extension is considered. Extension requests will not be considered if they are sent after the proof of payment deadline. Please make the subject of the email "Student Organization Name\_ Receipt Extension Request\_ Wave #." Only one



extension per organization will be permitted each semester and no receipt extensions will be granted for Wave 9.