Student Organization Reimbursement Process

STUDENT ACTIVITIES & STUDENT ORGANIZATIONS
1330 Miller Drive, SC 206 | 305-284-6399 | saso@miami.edu

(This can be found in the Student Reimbursements section of the Student Organization Handbook at www.miami.edu/saso)

Please note that all student reimbursements for the academic year must be submitted and approved by your advisor by the deadlines set by SASO before fiscal year end (usually around the beginning of May and sent out through the Student Organization and Student Advisor Listservs).

How are student reimbursements processed in Workday?

Students seeking reimbursements for student organization expenses will be required to fill out an online reimbursement form (www.miami.edu/expenseform). In order to complete the form, the payee will need to know the proper Workday Program ID Number. This number can be obtained from the organization's advisor or Engage profile. Once the form is submitted by the payee, a Workday process (Ad Hoc Payment Request) will be automatically generated to route the request through the necessary approvals. Please note that this form is for students and non-employees only – University of Miami employees (who are not students) are required to complete an Expense Report in Workday to be reimbursed.

What documentation is required to be submitted?
Appropriate documentation must be submitted for each item included in a reimbursement request. The student being reimbursed will upload the documentation directly into the reimbursement form. Documentation typically consists of an itemized receipt showing that the expenses were paid for by the payee as well as the payment method. Quotes or proposals that do not show that payment has been processed are not acceptable. In addition, printouts of bank or credit card statements are not acceptable. If the reimbursement is travel related, a copy of the conference/event schedule must be included. If the reimbursement is for an on campus event or for other supplies, a copy of an event flyer or meeting agenda with the date must be included (More details can be found at miami.edu/safac).

How do I split my reimbursement between two Program IDs since the form only allows you to list one?
In order to be reimbursed from two separate accounts you have to submit two reimbursements. The reimbursements will look identical with the exception of the Program ID and dollar amount. This happens when an item you purchased was only partially funded by SAFAC, so any remaining balance needs to be charged to a different account (usually your organization's non-SAFAC account). Please speak to your organization for approval to use non-SAFAC funds.

Sebastian paid for all of the hotel rooms up front and I paid him back for my portion. Can I submit a reimbursement even though his name is on the receipts?
You may submit a reimbursement for your portion if there is a letter or email attached from Sebastian stating that he authorizes you to be reimbursed on his behalf. This is required by Accounts Payable since their payment information and name is on the receipts.

Who will be required to approve the Workday process?
Once the Ad Hoc Payment Request is generated in Workday, the Program Manager/Cost Center Manager (usually the student organization advisor), the Department of Student Activities and Student Organizations, and Accounts Payable will be required to approve the reimbursement. Various factors may impact the approval flow, including the amount of the reimbursement or the nature of the items being reimbursed.

How will the payee receive their funds?
Once the Ad Hoc Payment Request is fully approved, a check will be mailed to the address provided by the student when they completed the reimbursement form. It is very important that payees provide accurate addresses (including apartment numbers) to ensure that they receive payment. Only U.S. addresses are allowed on the form. If a payee needs to send a check to an international address, they will need to contact Accounts Payable for specific instructions. If a payee would like to pick up their check in the Ashe Building at the Cashiers Office, they can write in all caps "HOLD FOR PICK UP" in the business purpose field. They still have to provide a business purpose in that field or the request will be sent back.

How do I check on the status of my reimbursement?
Please review the "Student Reimbursement Status" document under the Student Reimbursement tab of www.miami.edu/safac.

Do students always have to pay for items on their own and get reimbursed?
No. With proper planning, students should never have to use their own money for certain types of items. Airfare, conference/competition registration, and hotels can be paid for directly by the University of Miami upon approval by the organization's advisor. Items purchased online (through Amazon.com or other websites) can also be paid for directly. Promotional materials (such as t-shirts) should be paid for with a university Purchasing Card or through a Purchase Order.

What types of items cannot be requested as a reimbursement?
Students are not permitted to be reimbursed for payments made directly to performers (including DJ's), speakers, caterers, or any other vendors that require a purchase order or performance agreement.

Can this form be used for all payments to students?
No. The reimbursement form is for out of pocket expenses incurred by the student in direct support and benefit of a faculty (research) project or for activities of a University of Miami-recognized student club or organization. Payment for work as an employee must be paid through payroll in Workday. All other payments such as awards, stipends, and prizes, have the potential to affect the student's financial aid and must be processed through the Office of Student Financial Assistance and Employment (OSFAE). This ensures that the University captures payments made to students correctly, provides accurate tax information to its students, and reports to regulators appropriately.

Can graduate students submit reimbursement from SAFAC or have their costs reimbursed by an organization's SAFAC account?
No. SAFAC does not reimburse graduate students or cover their costs. Graduate students can apply for funding through the Graduate Activity Fee Allocation Committee (GAFAC). More information can be found at www.miami.edu/gafac.