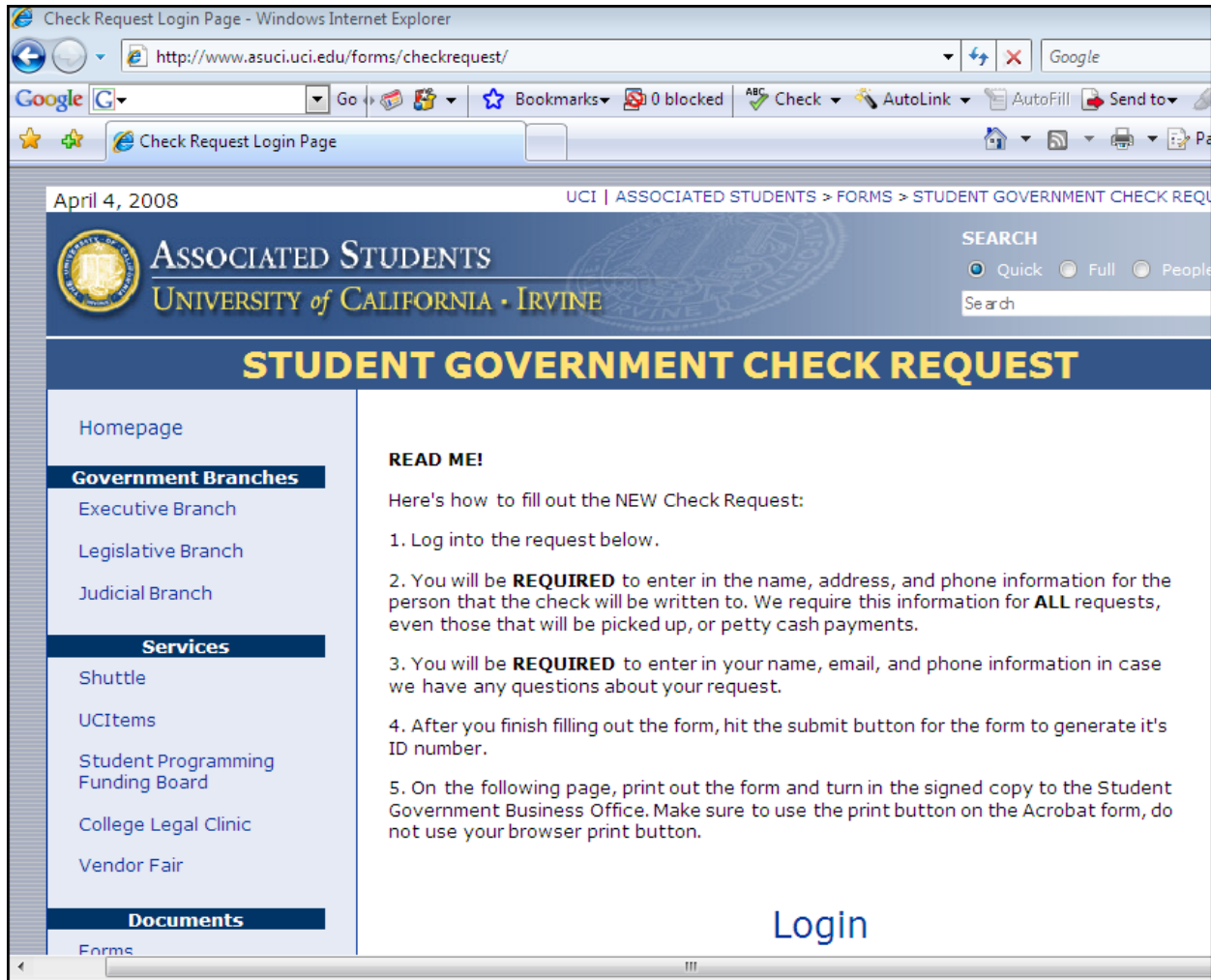




# MSA Reimbursements

Use the following instructions to obtain reimbursement of your MSA approved expenditures:

1. Go to <http://www.asuci.uci.edu/forms/checkrequest/> and log-in with your UCI username and password (Not Merage username).





# MSA Reimbursements

2. Fill out the form as shown below and then click the "Submit" button.

Student Government - UCI		Check Request		
<input checked="" type="checkbox"/> Mail				
<input type="checkbox"/> Pickup				
<input type="checkbox"/> Petty Cash (under \$25)				
Date: <b>Apr 04, 2008</b>				
PAYEE INFORMATION		REQUESTER INFORMATION		
Name: <b>John Doe</b>	Name: <b>Your Name</b>			
Address: <b>1234 Ranch Street</b>	Cell Phone #: <b>(333) 333-3333</b>			
City/State/Zip: <b>Irvine CA 92600</b>	Email: <b>meragenetid@uci.edu</b>			
Telephone #: <b>(555) 555-5555</b>	UCInetID: <b>yamamott</b>			
COMPLETE DESCRIPTION OF PAYMENT - Example: WHO, WHAT, WHY, WHEN, & WHERE		ACCOUNT NAME	ACCOUNT #	AMOUNT
Consulting club social networking event held on 4/1/08 @ 5:00pm. Catered food for speaker and 26 students.		MSB Consulting Club	6812-9030	\$ 100.00
				\$
				\$
				\$
				\$
Invoice Number: <b>C345267</b>	Date: <b>4/1/08</b>	TOTAL: \$ <b>100.00</b>		
Requested By: <b>Your Name</b>	Signature:	(Office Use Only) Date Paid:		
Approved By:	Signature:	(Office Use Only) Check No:		
<div style="display: inline-block; border: 1px solid gray; padding: 5px 20px; background-color: #ccc;">Submit</div>				



## MSA Reimbursements

- Print the completed form.

**Check Request Print Page**

**You must print and sign the form below and turn it in to finish! Use the print icon in the Acrobat program below to print your request. Do not use your browser print button!**

The screenshot shows an Adobe Acrobat viewer window. The title bar reads "Student Government - UCI Check Request". The toolbar includes a print icon circled in red with a red arrow pointing to it. The form content includes:

**Student Government - UCI**      **Check Request**

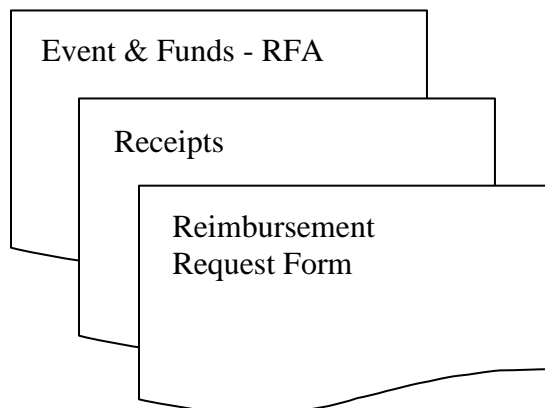
Mail  
 Pickup  
 Petty Cash (under \$25)      Date: 04/04/2008      68b1fd3dd413928c8dc84378e12ae582

PAYEE INFORMATION		REQUESTER INFORMATION	
Name:	John Doe	Name:	Your Name
Address:	1234 Ranch Street	Cell Phone #:	(333) 333-3333
City/State/Zip:	Irvine CA 92600	Email:	meragenetid@uci.edu
Telephone #:	(555) 555-5555	UCInetID:	yamamott

COMPLETE DESCRIPTION OF PAYMENT -      ACCOUNT NAME      ACCOUNT #      AMOUNT

*Example: WHO WHAT WHY WHEN & WHERE*

- Sign the completed request.
- Staple or tape your receipts to a blank sheet of paper in the order they appear on the reimbursement request form. All receipts must be legible. Staple the sheet with receipts to the back of reimbursement request form.
- Staple approved "Event & Funds – Request For Approval" (or email equivalent) to back of reimbursement form AFTER receipts.





## MSA Reimbursements

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7. Leave the form in my school mailbox and send me an e-mail notification.

Hao Tang a.k.a Alan  
FTMBA2010  
949-887-8968  
[alan.t@uci.edu](mailto:alan.t@uci.edu)

**NOTE:** To avoid delay in processing your reimbursement, please be sure to follow these instructions precisely. ASUCI accounting office will not issue reimbursement payment if form is not completed accurately and fully. Subsequently, REIMBURSEMENTS THAT DO NOT CONFORM TO THESE INSTRUCTIONS WILL BE RETURNED TO YOUR MAILBOX.

### **IMPORTANT!**

- 1) All reimbursement requests are due within 4 weeks after the event. We WILL NOT be able to reimburse any request after 4 weeks. If you absolutely cannot turn in your receipts within one month, please send me an e-mail before the deadline.
- 2) When reimbursing for dinner, we need to see the detailed bill. Alcohol cannot be reimbursed. Students pay for their own drinks!!
- 3) Each receipt must be listed on the form separately. For Example: A \$10, \$20, and \$70 receipt must be listed separately on the reimbursement request form rather than listed as a single entry for \$100.
- 4) Please submit ORIGINAL receipts only!
- 5) Review *MSA Club Expenditure FAQs* for expenditure guidelines and other useful information related to step one of funding process.

\*\*\*All documents mentioned above are available at  
<http://www.msa.merage.uci.edu/resources.html> .