How To Reimburse

1. Determine reimbursement source
   a. Allocations (money allocated by EGC, unused money is returned at the end of each semester)
   b. Generated revenue (money generated by club, retained between semesters)
      i. Fundraisers
      ii. Gifts
      iii. Events for non-SOE students
      iv. Closed or recruitment events hosted by exclusive societies

2. Collect documentation
   a. In-store purchase: paper receipt
   b. Online purchase: digital receipt, credit card statement with name and charge
   c. Driving: map screenshot showing route and mileage. Personal car mileage is reimbursed at $0.535 per mile. Alternatively, you can submit gas and toll receipts.
   d. Car rental: Defensive driving course not required for one time events. Submit original receipts and contract for car rental. Be sure to purchase the Collision Damage Waiver (CDW) when renting the car.
   e. Flight: digital receipt, credit card statement with name and charge, itinerary or boarding pass
   f. Invoice: invoice, W9 if SABO hasn’t worked with the vendor before
   g. Contract: contract signed by advisor and vendor, W9 if SABO hasn’t worked with the vendor before

3. Fill out SABO Online form: go to sabo.rutgers.edu, then navigate to sabo online and sign in with net id.
   a. Paying an individual: person, PERR form
   b. Paying a Student Center: Rutgers University, Rutgers Student Centers Reservations
   c. Paying a vendor by invoice (eg Gerlanda’s): Vendor, Invoice
   d. Paying a vendor by contract (usually a service, eg a hotel rental or a DJ): Vendor, Contract

4. Submit documentation
a. PERR forms
   i. Print all documentation
   ii. Print and sign PERR form
   iii. Staple, and submit to Michelle Dinglasan in B110 (engineering building)

b. Everything else
   i. Email all documentation
   ii. To: sabo@echo.rutgers.edu, m.dinglasan@rutgers.edu
   iii. Subject: Voucher #

5. Pick up the check from SABO
   a. In the basement of the SAC on College Ave

Further Resources
- SABO Treasurer’s Key
- EGC Allocation Guidelines
- Contact the EGC Treasurer