Student Activities Business Office
Reimbursement Process

08.06.25 – Last Updated

Reimbursements for Student Organization Expenses

Student organizations are strongly discouraged from paying for items out of pocket. Whenever possible, purchases should go through SABO's standard purchasing process.

If an officer does make an organization-related purchase, they may request reimbursement from their group's budget via check requisition. Please note:

- Students are personally responsible for confirming that funds are available in their organization's account before making a purchase.
- Reimbursement requests must be submitted through Engage with an itemized receipt.
- Receipts must be submitted promptly, requests older than 30 days (effective 9/1/25) will not be accepted.

Key Policies for Reimbursements

- Itemized receipts are always required as backup documentation.
- All reimbursements must be tied to a registered and approved event in Engage.
- Once approved, reimbursements may take up to 3 weeks for a check to be issued.
- Checks are only available for pickup at the Operations Desk (2nd Floor, George Sherman Union):
    - Monday–Thursday: 12:00–6:00 p.m.
    - Friday: 12:00–5:00 p.m.

Expenses That Will Not Be Reimbursed

While not exhaustive, the following types of expenses are ineligible for reimbursement:

- Reservation changes or penalties (e.g., late checkout fees, flight changes) unless a documented business need is approved.
- Excessively expensive meals or lodging. Gratuities are capped at 18%; no extra tip beyond the amount charged will be reimbursed.
- Purchases from vendors outside the United States, including international contracts.

- Purchases made with personal airline miles, reward points, account credits, or gift cards.
- Alcohol, cannabis, or other prohibited substances.
- Personal items (e.g., toiletries, clothing, entertainment, sightseeing).
- Expenses for travel companions or guests not affiliated with the organization's official business.
- Payments to individuals without prior approval and required tax forms.
- Donations, raffles, or gifts without pre-approval or in violation of BU gifting policy.
- Gift cards can only be obtained through a purchase request using the Black Hawk Market vendor.
- Submissions without an itemized receipt.
- Receipts are more than 31 days old.