

Reimbursement/Payment Request Cheat Sheet

Reimbursement vs Payment Request: Reimbursement = we pay you back for money YOU spent. Payment Request = We pay someone else for you.

Department: This is the department the expense is for. Examples include Art Show, Programming, or Registration. Note that if you are making a request for multiple departments each department needs its own line.

Category: This is the accounting category the expense falls under. Most will fall under the following list, contact your Department Head, Director, or Finance if you are unsure. This is not an exhaustive list, just the most common categories. Note that if you are making a request for multiple categories, even if the same department, each category needs its own line.

- Supplies – Consumables needed to run your department that will be used up. If it is not listed in one of the other categories it likely goes here. Examples include tape, ribbons, food for ConSuite, construction materials, etc.
- Printing – All forms of printing, including photocopies, basic signs, printer ink, and professional printing services.
- Postage – Anything related to shipping and delivery that originates from your department (*YOU* are mailing, this is not for shipping costs for the stuff you ordered online).
- Transportation – Anything related to moving someone or something from point A to point B. This could include truck rental, parking, taxis, etc.
- Food and Beverages – This is for items specifically obtained for internal departmental reasons, not for the membership as a whole. Examples include approved meals during working sessions, “volunteer only” food, or Green Room snacks. This does not include items like popcorn in Cinema Rex or rice in ConSuite.
- Licenses and Subscriptions – This includes anything related to rights, certification, or usage. Examples include commercial software, safety training, or music rights.
- OTE Equipment – Something physical you are purchasing that is expected to be used year after year. Examples include a white board, rice cooker, or couch.
- OTE Single Expense – This is for something that normally would fall under one of the regular categories but is not something that would come up year after year. Examples include a special one-time mailing or buying software that would be used for multiple years.
- OTE Special Project – This is a Board assigned special extension or addition to the regular goals and expectations of your department.
- Approved Contractors – (Tech/Specialized, Labor, Entertainer) – If we are paying someone for a specific service. Examples include Mainstage setup/teardown or a paid performance.

Short Description: very brief explanation of what the expense is for. This will show up on the department expense reports so it should be enough to remind the department head what it was for but does not need to be highly detailed.

Authorization: You cannot authorize your own reimbursement. Authorization should come from a Department Head. If the reimbursement is for a Department Head and there is no co-head the authorization must come from the department’s Director. Reimbursements for a Director must be approved by another Director. Authorization can be either a physical signature or in the case of an emailed request email authorization is acceptable as well.

Supporting Documentation: No reimbursements or payments will be made without supporting documentation. Supporting documentation for reimbursements are receipts (copies are fine). Supporting documentation for Payment requests are either an invoice or specific items requested to be purchased.