



## Reimbursement Policy for Alumni Volunteers

In order to reimburse an alumni volunteer the following documents are **required**. All documents can be completed electronically, scanned and emailed to your chapter staff contact. Alternatively, all documents can be completed and mailed to 298 South Hull Street, Athens, GA 30603.

### 1. Signed and completed honorarium

The alumni volunteer honorarium can be found at [alumni.uga.edu/chapters/chapter-leader-resources/](http://alumni.uga.edu/chapters/chapter-leader-resources/) under the financial information header.

### 2. Signed and completed W-9

The W-9 required can be found at [alumni.uga.edu/chapters/chapter-leader-resources/](http://alumni.uga.edu/chapters/chapter-leader-resources/) under the financial information header. If you are not comfortable sending your social security number electronically but still wish to complete all forms electronically, you can call your alumni staff contact have verbally give your social security number. Note that no one can be reimbursed without a fully complete W-9 on file.

### 3. All receipts

All paid receipts for purchases must be submitted in the amount you are requesting on the honorarium. Receipts must match the amount of money you are requesting; if there are items on any receipts that do not apply to the amount being requested you must notate which items you are asking to be reimbursed for. All receipts must be paid receipts.

### 4. IF THE REIMBURSEMENT IS FOR FOOD

A list of event attendees is required if you are asking to be reimbursed for food or beverages purchased. The University of Georgia foundation will **not** reimburse an individual for food or beverage without a list of event attendees. Please note that if you request a UGA alumni association registration form in your event request, you will not have to provide a list of event attendees.