


# Reimbursement Process with Memo

## Fillable Budget Disbursement Form

- Fill out the fillable PDF Budget Disbursement Form
- Save Document with Name of person being reimbursed, dollar amount, Club Name
  - Ex. John Smith 52.95 GamingClub



## Receipt

- Paper Receipt: Create a PDF file
  - Open Notes App on phone, create a new note, click on the camera icon, select “scan documents,” take a picture of receipt, click “save,” click the  icon and send it to your email.
- Save Receipt (PDF file) to your computer.

## Email

- Compose an email to your advisor and cc: t.annis@snhu.edu.
- Attach your Filled in Budget Disbursement Form and the Receipt
- Ask your advisor to sign the Fillable Disbursement Form and reply all with signed copy attached



## Check

- Once the business analyst receives the signed form and the receipt, the documents will be processed.
- A check will be made out to the person listed on the budget disbursement form and that person will be notified by email within 5 business days

Refer to Policies/Download Forms

[SNHUSGA.ORG/BUDGETFINANCE](https://snhusga.org/budgetfinance)