

Instructions for Shared Expense Memos

In most cases hotels are willing to issue individual cash receipts or split payment across various credit cards at the time of checkout so that each student has an individual receipt, even when only one credit card was used to make the original reservation.

However, when eligible expenses for a conference are paid by one member of a group with other members of a group repaying that person for their share of the expense(s), you can still file for reimbursement by submitting a "Shared Expense Memo" following the model below.

It is important that this memo be signed and dated by all members of the group that paid for their expenses in this manner. Failure to obtain all signatures and dates will result in these expenses not being considered for funding.

If more than one expense is paid in this way, the breakdown for each expense should be listed like this example and included on a single memo. **Each member of the group must submit a paper copy of the memo, *paper copies of all receipts*, and his or her own application form in hard copy. The student that paid the expenses should submit his or her own application form in hard copy, *original receipts*, and the original paper memo.**

Reminders:

1) No monies can be reimbursed for expenses charged to a grant, or to a department/school or other university unit.

2) Do not submit requests to pay someone other than an eligible student applicant. The Symposium grant can only reimburse eligible student applicants for expenses that they ultimately paid themselves. It cannot reimburse others for expenses paid on behalf of the applicant.

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Model for a Shared Expense Memo

To: Graduate School and Comptroller's Office

From: *List the names of all of the members of the group that attended the conference and paid their expenses in this manner*

Date: *Date(s) of conference*

Re: Shared expenses: *Name and location of conference*

This group of (*list dept.*) students attended this conference together. Our expenses and how they were paid follow:

Joan Black paid \$625.00 for our hotel room on her credit card.

Jill Green paid Joan Black \$156.25 for her share of the cost of the room.

Shirley Brown paid Joan Black \$156.25 for her share of the cost of the room.

Julie Montgomery paid Joan Black \$156.25 for her share of the cost of the room.

Joan Black date

Jill Green date

Shirley Brown date

Julie Montgomery date