TIPS FOR REIMBURSEMENT

Office of Student Leadership & Activities

Following the below steps will ensure your request can be processed in a timely fashion by the Office of Financial Affairs

THE RECEIPT

You must have an original receipt that is itemized and shows proof of payment. A bank/credit card statement will not suffice.

THE FORM

Fill out the Request for Funds form COMPLETELY. Be sure to include your SJU ID#. If your receipt is small, tape to a sheet of paper on all 4 sides of the receipt.

THE TIMELINE

SJU prints checks once a week. Please allow 10 days for processing. If you are a SJU employee or student worker, your reimbursement will be direct deposited, if you have that set up.

QUESTIONS? EMAIL SLA@SJU.EDU