



Payment Request Manuals

- [USC&A Finance Training Manual](#)
- [USC&A Finance Training Powerpoint](#)

Deadlines for Payment Requests:

- Submit all payment requests at least **30 days** prior to your event or travel (excluding honorariums & contracts)
- Any requests that has a contract to be signed needs to be submitted at least **45 days** prior (including honorariums)
- All reimbursement requests must be submitted no more than **5 business days** after the event or travel occurs

Documentation for Payment Requests:

- **Food:** itemized quote, event flyer, list of attendees
- **Non-Food Purchases:** itemized quote
- **Travel:** itemized quote, Conference Agenda (including dates and location of travel)
If air/rail tickets will be purchased by Finance office, then will need Full legal name, DOB, Male or Female, Phone #, and E-mail address for each traveler
- **Contracts:** itemized quote
- **Honorarium:** E-mail confirmation from honorarium recipient, with honorarium amount, completed honorarium form, which can be found [here](#)
*****For any purchases not related to an event or travel, you are required to note when you need your order by*****

Reimbursement Requirements:

***All reimbursements to your organization must include a completed student organization invoice* you can use the template [here](#)**

- **Food:** itemized receipt, copy of event flyer, list of attendees
- **Travel:** itemized receipts, copy of conference website (with dates & location), copy of approved USC&A Travel Authorization Form that lists members who were authorized to travel
- **Other:** itemized receipts

Who to Contact:

- sgafunding@vcu.edu: For all funding-related questions
- studentorgs@vcu.edu: For questions on how to submit purchase requests
- Jeremy Lebling (leblingjs@vcu.edu): For status of payment requests that have been submitted