Expense Report ID: 0100-2899-3315

Report Name Nov 8th Movie Night - De La Cruz Velasquez

Expense Owner Christine Kelley
Expense Owner ID ckelle3 / G01227189
Created By Christine Kelley
Submit Date Nov 17, 2022



To Be Paid In USD

Business Purpose Movie Night hosted by F1rst Gen @ Mason

Employment Status/Payee Student End Date Nov 8, 2022

Reason for Expense Student - Non-Travel Reimbursement

Payee Student G01216289-Macarena De La Cruz Velasquez

Start Date Nov 8, 2022

Destination

Please place this cover sheet in front of hardcopy receipt pages and then scan or fax to: Email: expense@ca1.chromeriver.com Fax: (888) 323-1591

Financial Summary

	Total (USD)
Total Expenses Reported	7.69
Amount Due Expense Owner	7.69

Expense Summary

Expense Type	Total (USD)
NT Student Misc Other	7.69
Total	7.69

Allocation

Allocations Charged		Total (USD)			
30511-M12006-90100	University Life /	7.69			
University Life / F1rst Gen Patriots / Other Auxiliary Services State					
Total		7.69			

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Expense Report

Nov 8th Movie Night - De La Cruz Velasquez

Report ID: 0100-2899-3315

Item	Date	Alert (Cost Code	Туре		Disb Amt	Pay Me Amt		
1	11/08/2022		74782	NT Student Misc	Other	7.69 USD	7.69 USD		
Busine Descri	ess Purpose iption	_	Movie Night hosted by F1rst Gen @ Mason Student event supplies f/ Nov 08th Movie Night hosted by F1rst Gen @ Mason (SFB)						
		Receipt Att	ached:Yes Fi	irm Paid: No					
Alloca	tions	30511-M12006- University Life 90100		sity Life U	niversity Life	/ F1	7.69 USD		
		Expenditure Code	e Account	Stude	nt Event Supp	olies - 74782			
		Location		Entity'	√alue				



Payment Request Details

BUDGET ITEMS				APPROVAL				PAYM	PAYMENTS				
Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	(i)		#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance	(i)
Catering/Food Dominos		•	III)	#2762994 DRAFT Nov 12, 2022	-163.77	-163.77	0.00	-6.91	•				
							111)	#2762995 Nov 12, 2022	0.00	0.00	0.00	-6.91	•
Catering/Food Giant	45.14	0.00	45.14	45.14	•	•	111)	#2763002 Nov 12, 2022	-7.69	-7.69	0.00	37.45	•
Total	\$202.00	\$0.00	\$202.00	202.00				Total	-\$171.46	-\$171.46	\$0.00	\$30.54	

9 Budget & Payment	Request	Details
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Transaction ID	2763002	Payment Type	RSO Payment Request	
Group Name	F1rst Gen @ Mason	Description	Supplies for Food	
Group Type	Registered Student Organizations	Amount From Allocated	-\$7.69	
Budget Name	Student Funding Board Budget (2022 - 2023)	Amount From Group Money	\$0.00	

B RSO Spending Request

PENDING APPROVAL

Select the spending method for your expense. * Purchase Order (PO) / Purchasing Card (Pcard)

Reimbursement (including Travel)

On-Campus Charging

Honorarium

Journal Voucher (JV) Transfer

I have absolutely no idea!

(To learn more about the RSO spending methods, please review the Fiscal Management: Spending video or refer to the RSO Spending Methods cheat sheet.)

Reimbursement Request Form

PURPOSE: To request a reimbursement for an out-of-pocket expense, including travel.

INSTRUCTIONS: Fill out and submit this spending request along with copies of the itemized receipt(s) within 45 days of the purchase or travel return date. The reimbursement payment will be sent via direct deposit or mailed to the payee's current address in Patriot Web. (For more information, search "reimbursement" on the RSO Self-Service Center.)

ADDITIONAL INFORMATION:

• Only Mason faculty, staff, and students may seek reimbursement.

- Virginia sales tax is not reimbursable; therefore, you will need to obtain (from sibudget@gmu.edu) a copy of Mason's tax-exempt certificate to
 provide to the vendor upon payment/checkout.
- Prohibited items (i.e., alcohol, gifts, gift cards, personal items, etc.) are not reimbursable.
- The credit card receipt is not considered an itemized receipt.
- If your receipt does not clearly show payment details, then you will need to submit additional proof of payment (i.e., a copy of the front and back sides of a cashed check or a copy of the credit card or bank statement, showing the charge for the transaction).
- The purchase of promotional items, printing, and t-shirts must be done through a university-approved vendor. (Search "approved vendors" on the RSO Self-Service Center for a list of vendors approved by Mason.)
- Due to tax implications, RSO members must pay for their own travel expenses (including conference registration fees) and seek reimbursement
 afterwards. <u>WARNING</u>: Reimbursement requests submitted for group travel expenses will be denied. (For more information, search "travel" on
 the RSO Self-Service Center.)
- Each payee must fill out a separate reimbursement request form.

Is the reimbursement for travel? *	\bigcirc	Yes
		No
Is the reimbursement for an event? *		Yes
	\bigcirc	No

Payee Information

Payee Name * Macerena De La Cruz Velasquez
This is the name of the RSO member who paid for the expense(s) and/or traveled.

G Number * G01216289
Payee's Mason ID number (Only Mason faculty, staff, and students may seek reimbursement.)

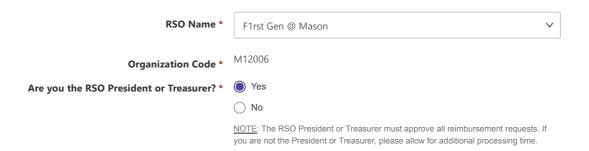
Is the payee currently employed by Mason as faculty, staff, or graduate assistant? * No

If "yes", please email sibudget@gmu.edu for additional reimbursement instructions.

Event Information



RSO Information



Funding Information

Please specify the funding source(s).

Student Funding Board (SFB) * \$7.69
Specify the amount of the SFB allocation for this expense. (List "\$0" if SGR is paying for the entire cost.)

Self-Generated Revenue (SGR) * \$0
Specify the amount of SGR for this expense. (List "\$0" if SFB funding is paying for the entire cost.)

Total Reimbursement Amount * \$7.69
Enter the total reimbursement amount (i.e., SFB allocation + SGR amount).

Is another RSO contributing funds to the cost of this expense? * No

Attach itemized receipt(s). *

\$\Delta \text{Upload file}\$

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