

ABILENE CHRISTIAN UNIVERSITY
Instructions for Reimbursement of Student Entertainment

- 1 ACU provides a benefit to employees regarding the [Reimbursement of Student Entertainment Expenses](#), which states that faculty and staff may be reimbursed for expenses incurred due to off-campus entertaining of at least 8 currently enrolled students at a time.
- 2 Employees are limited to 10 reimbursable events per fiscal year. Any event that exceeds this number may be charged to the employee's respective department.
- 3 Each reimbursement is limited to a maximum of \$40.
- 4 The university will budget a total of \$25,000 per fiscal year for this purpose, which will be used on a first come, first serve basis. Any reimbursements exceeding the budgeted amount will be charged back to the employee's respective department.
- 5 The reimbursement form **must be accompanied by a student sign in sheet**, which includes a list of all the currently enrolled ACU students that were present at the event. The sign in sheet must include the students' printed name, banner ID, and **student signature**.
- 6 Fill out the Reimbursement of Student Entertainment form in its entirety, including both signatures. Please print name if signature is illegible.
- 7 Once the form is complete, submit to Accounts Payable for reimbursement. All reimbursements will be direct deposited into the employee's bank account.
- 8 If the form is incomplete, it will be returned to the person authorizing payments.

If you have any questions, please call Accounts Payable at extension 2785 or Human Resources at extension 2359.

ABILENE CHRISTIAN UNIVERSITY
Reimbursement of Student Entertainment

Date: _____

Employee Name: _____ **Banner ID:** _____

Department: _____ **Phone No.:** _____

Event Description: _____

Event Date: _____

Fund	Organization	Account	Program
100000	54000	6236	60

Amount: _____

Terms of Reimbursement:

I agree that the funds above are for the reimbursement of a student event I hosted. I acknowledge that ACU is not responsible for any injury or damage that might arise out of the event.

Employee Signature:

_____ **Date:** _____

Supervisor Signature:

_____ **Date:** _____

[illegible]