



Engineering Governing Council

*The legislative body representing the students
of the School of Engineering at Rutgers University.*

How To Reimburse

1. Determine reimbursement source
 - a. Allocations (money allocated by EGC, unused money is returned at the end of each semester)
 - b. Generated revenue (money generated by club, retained between semesters)
 - i. Fundraisers
 - ii. Gifts
 - iii. Events for non-SOE students
 - iv. Closed or recruitment events hosted by exclusive societies
2. Collect documentation
 - a. In-store purchase: paper receipt
 - b. Online purchase: digital receipt, credit card statement with name and charge
 - c. Driving: map screenshot showing route and mileage. Personal car mileage is reimbursed at \$0.535 per mile. Alternatively, you can submit gas and toll receipts.
 - d. Car rental: Defensive driving course not required for one time events. Submit original receipts and contract for car rental. Be sure to purchase the Collision Damage Waiver (CDW) when renting the car.
 - e. Flight: digital receipt, credit card statement with name and charge, itinerary or boarding pass
 - f. Invoice: invoice, W9 if SABO hasn't worked with the vendor before
 - g. Contract: contract signed by advisor and vendor, W9 if SABO hasn't worked with the vendor before
3. Fill out SABO Online form: go to sabo.rutgers.edu, then navigate to sabo online and sign in with net id.
 - a. Paying an individual: person, PERR form
 - b. Paying a Student Center: Rutgers University, Rutgers Student Centers Reservations
 - c. Paying a vendor by invoice (eg Gerlanda's): Vendor, Invoice
 - d. Paying a vendor by contract (usually a service, eg a hotel rental or a DJ): Vendor, Contract
4. Submit documentation

- a. PERR forms
 - i. Print all documentation
 - ii. Print and sign PERR form
 - iii. Staple, and submit to Michelle Dinglasan in B110 (engineering building)
 - b. Everything else
 - i. Email all documentation
 - ii. To: sabo@echo.rutgers.edu, m.dinglasan@rutgers.edu
 - iii. Subject: Voucher #
5. Pick up the check from SABO
 - a. In the basement of the SAC on College Ave

Further Resources

- [SABO Treasurer's Key](#)
- [EGC Allocation Guidelines](#)
- [Contact the EGC Treasurer](#)