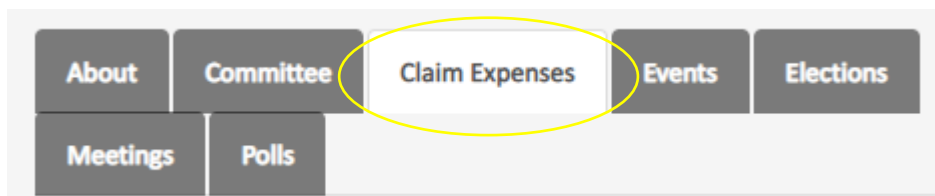


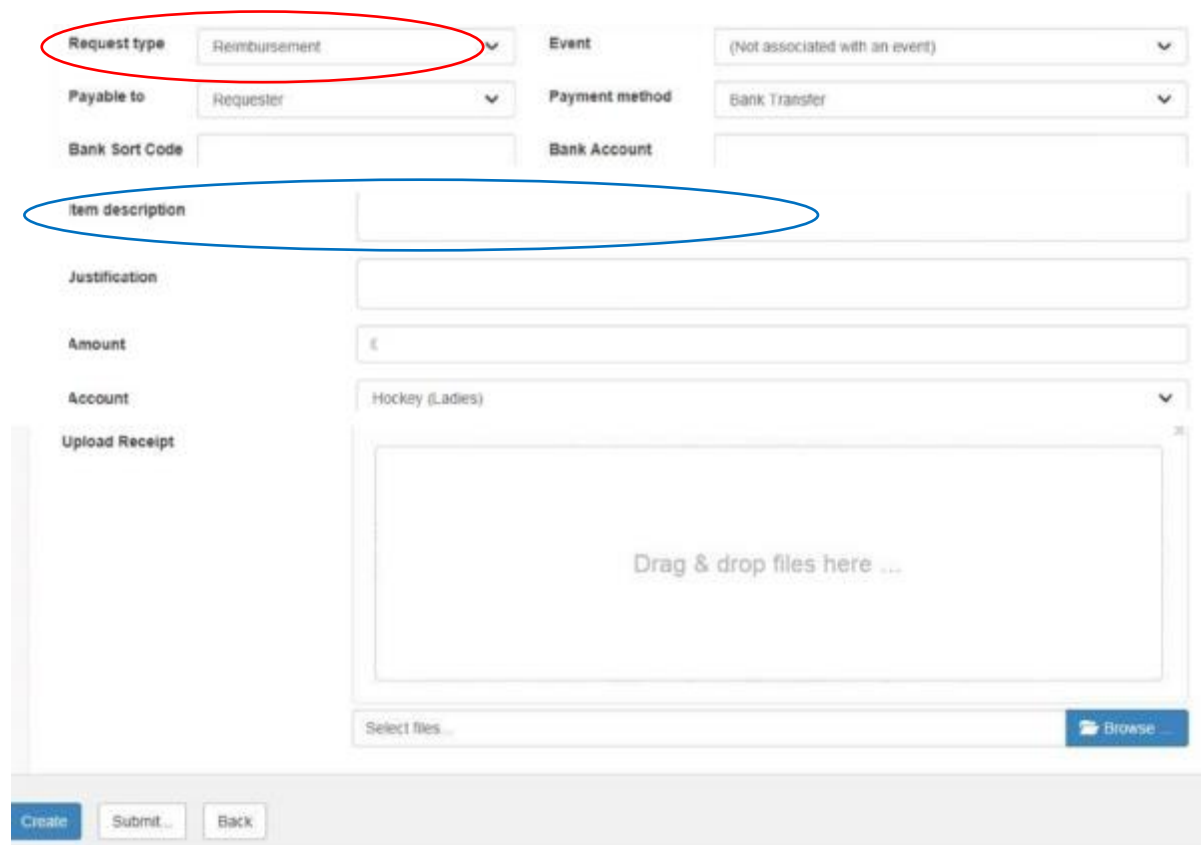
Guide to completing a reimbursement via the SU website (using SGF – Student Group Finance)

1. Log into the SU website **thesu.org.uk**
2. Go to your club or society page
3. Click on the grey tab called **Claim Expenses** (as below)



4. Complete the form with all the relevant information and upload your receipt/s.
See below for extra details on the fields required:

Request type: Select 'Reimbursement' for a refund for yourself or 'Pay Supplier' if you are attaching an invoice from a Third Party to be paid (e.g. T-shirts)

A screenshot of the reimbursement form. The form includes several fields: 'Request type' (dropdown menu set to 'Reimbursement', circled in red), 'Event' (dropdown menu set to '(Not associated with an event)'), 'Payable to' (dropdown menu set to 'Requester'), 'Payment method' (dropdown menu set to 'Bank Transfer'), 'Bank Sort Code', and 'Bank Account'. Below these are text input fields for 'Item description' (circled in blue), 'Justification', and 'Amount'. There is also a dropdown menu for 'Account' set to 'Hockey (Ladies)'. At the bottom, there is an 'Upload Receipt' section with a large text area containing 'Drag & drop files here ...' and a 'Browse' button. At the very bottom of the form are three buttons: 'Create', 'Submit...', and 'Back'.

Item Description: This text will be imported into the SU Finance System against the club or society accounts, so make sure the description is **accurate and informative**.

5. Click 'Submit'. When the 'Notify' box comes up, select the name of your Treasurer.

NOTES:

- You can only complete a reimbursement on the website if you have paid your membership to that club or society.
- Don't forget to upload a receipt or proof of purchase.
- You can claim multiple items on one claim, just ensure you upload all the receipts.
- For refunds on MEMBERSHIPS or WEBSITE TICKETS, please contact the SU for a reimbursement as this can be done in bulk against the original transaction.

NEXT STEPS:

1. Your reimbursement form will be sent to a member of the committee to authorise the expenditure. They will receive an email requesting them to log onto the SU website.
2. Once the reimbursement has been authorised, it will be processed by the SU Finance Team. You will receive the money via BACS into your bank account.

Committee Authorisation

If you are a committee member you will be able to authorise reimbursements from members of the club or society. You will receive an email from info@thesu.org.uk with the subject '**Request to Action in SGF**'. You will need to log in here: <https://www.thesu.org.uk/sgf/master>

On your dashboard you will see a list of requests and their status. You will need to 'Approve' a request if you are happy for it to be paid. If you need more evidence or justification, you can 'Refer to Requestor' or if you do not want to refund the student you will select 'Reject'.

Once you have approved a request, it will go to the SU Student Opps team to double check it before it is approved a second time. The request will then be paid by the SU Finance Team using the BACS details supplied.

Approve...

Refer to Requestor...

Reject...

Back

Request history (full history)
