How do I get reimbursed after an event?

In order to receive reimbursement after an event these must be brought to the Student Affairs Business Services Center (SABSC) in The Commons 334:

- Post Event Form
- Original Receipts (see lost my receipt)
- Event flyer
- Bank statement showing the charge
- Justification/memo (This is only needed if the receipts are more than 30 days old. The justification can be any documentation which explains the expenses such as a written statement)
- **Sales tax can never be reimbursed** (see tax exemption on how to get sales tax removed)
- Items that were **not shipped to UMBC cannot be reimbursed** (see correct shipping address)

If the person being reimbursed is **on payroll**, then UMBC will issue the reimbursement in their **paycheck**. If they are **not on payroll**, then they will be paid by **paper check** mailed to their address. Most reimbursements take at least 4-6 weeks to arrive. See this **reimbursement information** if you are wondering when the reimbursement will arrive.

**Feedback:** Correct or Suggest an Article | Request Help