

# HOW TO HOST AN EVENT WITH FOOD USING SFC FUNDS VIA REIMBURSEMENT

Follow this step-by-step guide if there are *fewer than 10 business days* before your event.

1

## ADD EVENT TO MYLAW CALENDAR AND RESERVE A ROOM

Check the MyLaw calendar and do your best to schedule your event on a date and time that doesn't conflict with other events.

2

## COMPLETE THE EVENT FORM

Complete Student Affairs' Event Form even if there are fewer than 10 business days before your event/meeting. We still need to know that you are hosting an event/meeting. Indicate on the form that you are ordering and paying for food out-of-pocket and will need to be reimbursed.

3

## CHECK BUDGET TRACKING SHEET

Check with your treasurer to ensure your Budget Tracking Sheet is up-to-date and you have sufficient funds for your upcoming event. You can only be reimbursed if you have enough funds in your organization's Student Fee Committee (SFC) account or if you are using a different funding source that will cover the cost.

4

## ORDER AND PAY FOR THE FOOD

If the food will be delivered, the gratuity can be no more than 10% **pre-tax** per law school policy. You will not be reimbursed for anything you tip over 10%. If the restaurant charges for delivery, do not tip over 5%. If it is a pick-up order, no gratuity is allowed. Give them the contact information of the person from your organization who will be available to receive the delivery or pick up the food.

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## UPDATE BUDGET TRACKING SHEET

You must update your organization's Budget Tracking Sheet to reflect this order.

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## COMPLETE THE REIMBURSEMENT REQUEST FORM

Receipts uploaded to the request form must be itemized, clearly show that the order was paid, and be submitted within 30 calendar days of the purchase. You will be responsible for any taxes owed on expenses submitted for reimbursement after 90 days of the initial purchase.

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## RECEIVE YOUR REIMBURSEMENT

You should receive your check within 3 weeks of submitting your reimbursement request form. Reach out to Student Affairs if you would like an update on the status of your reimbursement.