**FOR REIMBURSEMENT:**

To submit for reimbursement (which must be completed within 90 days of the event/meeting, but preferably 30 days) you have to fill out an online form. To do that, go to: <https://groups.alumni.osu.edu/reporting/>  and hit the *"Post Event Form for Reimbursement".* Please do not click the link if you are not planning to fill it out directly. It starts a form automatically in our system and we're charged for it. You **do not** need to create an account in order to submit the form, simply follow the instructions below:

1. Fill out your information in the Initiator Role (name and email)
2. Fill in two names/email addresses for co-signers. This is the board approval for the reimbursement. You should pick two people, and always using the same two people. Once they have been typed in, click "begin signing".
3. This will take you to the next page where you can enter the event information. Please make sure to fill this out completely, as our finance team looks over the information and will either approve or deny the reimbursement based on the information present. Specifically (for events), fill out the description of the event in regards to how it meets the sub-category. Example of a networking event (answer the following questions):
   * 1. What programmatic piece did you follow?
     2. Was there a speaker/panel/speed-networking?
     3. Did you exchange business cards?
4. Upload the appropriate documents: board minutes (if applicable), receipts, and attendance sign-in. ***These components are mandatory for reimbursement.***
5. Then click submit.
6. After submitting, send an email to your two co-signers (and OSUAA staff member -*this is optional*) to let them know that a form has been submitted. This allows your co-signers to look out for an email in their inbox (or junk mail) that will prompt them to sign. Once both have signed the form will be marked "complete" and will be able to process it and send it to Finance.
7. Once Finance has received the form, it typically takes up to 2-3 weeks for a check to be deposited into the club bank account.

**FOR NON-REIMBURSEMENT: (this is most commonly used by our Carmen groups)**

To submit for non-reimbursement (event counts towards tiers), follow the <https://groups.alumni.osu.edu/reporting/> link and click “*Post Event Form Not Seeking Reimbursement*”

1. First read the Electronic records and Signature disclosure, and click “I agree to use electronic records and signatures”
2. Fill out all of the appropriate information at the top (name, email, phone number)
3. Fill out the name of the club
4. Fill in Event name (or Board Meeting) Date, and time
5. Select the type of category 1 event type
6. Fill in how many folks attended (you must have an attendance sheet or list of names of folks that attended—even if it’s a best guess)
7. Click Yes next to “Do you have receipts, attendance/sign in, minutes, or agenda to attach”
8. Upload the appropriate documents: board minutes (if applicable), and/or attendance sign-in.
9. Fill out Description of Event: what did you do? What was the event/meeting for?
10. Click continue/submit