

MEMO

To: Travel/Grant Awardees

From: CGSE

Date: Fall 2019

Effective Fall 2019, SORC, our Student Organization Resource Center, has made an update for reimbursements that is more efficient and friendly. They have created an online reimbursement request form where you need to make sure you have all of the supporting documents listed in their instructions found here:

<http://www.studentaffairs.pitt.edu/wp-content/uploads/2018/10/Online-Reimbursement-Form-Directions-1.pdf>

The reimbursement form link is also listed in the instructions but here it is for your reference:

<https://docs.google.com/forms/d/e/1FAIpQLSfzFPw0b8TgSpjy5ctqC1KOCsndoPYzo4A0qfS49nUwUiYUqg/viewform>

Please make sure you read the instructions carefully before submitting the reimbursement form.

Please contact us if you have any questions.

Best,
CGSE