Help Desk: Club Reimbursement Guide

1. **Go to Help Desk**
   1.1. You will need Caltech credentials to access this

2. **Select Request Type**
   2.1. Student Financial Services → Reimbursement Request → Club Reimbursement

3. **Select ACH or Check**
   3.1. ACH is a direct deposit and is only available for Caltech students.
   3.2. Check is used for services and non-Caltech payees

4. **Subject**
   4.1. Include Payee Name

5. **Request Detail**
   5.1. Include reason for request, description and date of any event, etc.

6. **Payee Name**

7. **Payee UID**

8. **Payee Mailing Address**
   8.1. If Check option selected

9. **Club Officer Position**
   9.1. Only president, vice president, treasurer, or secretary can make request

10. **Club Bursar Number**

11. **Does your Club Bursar Account have the funds to cover this reimbursement?**
   11.1. This will help us determine if we need to touch base with the Bursar’s office prior to approving the request

12. **Club Name**

13. **Amount**

14. **Carbon Copy (Cc):**
   14.1. Add payee email here so they are in the loop and we know how to contact them

15. **Attachments**
   15.1. Add all receipts and approvals from ASCIT, GSC, or Erica Crawford