

Medical Council Conference Reimbursement Instructions

ALL steps are mandatory. Missing one can delay processing time

1. **Download the Payment Request Form:** https://www.downstate.edu/about/our-administration/finance/faculty-student-association/_documents/fsa001paymentform.pdf
2. **“Date prepared”:** Enter date the form is being filled out/submitted
3. **“Organization, Dept. or student council name”:** Enter “Medical Student Council”
4. **“Account number to be charged”:** Enter “40-70174-012” (This is the Programs and Projects, where the funding comes from)
5. **“Account Title/Club Name”:** Enter “Programs and Projects”
6. **“Check amount”:** Amount you were approved for funding
7. **“Check Payable to”:** Enter the information of who the money will be given to, and how you would like the check received.
8. **Signature:** Enter signature & printed name on the “authorized signature” (RED BOX)
 - For individual student conference reimbursement, enter “independent student” for organization title

PURPOSE: Must be a specific and clear description of this payment/ transaction. Attach any and all applicable supporting documentation, such as letters of explanation/ justification, invoices, meeting minutes, contract, etc.. Note: Advances, when approved, may be issued with receipts to be submitted. Failure to submit receipts will result in account being frozen.

Authorized Signature: _____	ORGANIZATION Title: _____
Print Name: _____	

WHEN JOINT SIGNATURE IS REQUIRED BY ORGANIZATION:

Authorized Signature: _____	ORGANIZATION Title: _____
Print Name: _____	

9. **Purpose:** Enter basic details about the conference & **which month’s Medical Student Council meeting minutes gave you the approval for the reimbursement of the academic conference.**
10. Attach receipts for proof of expenditure.
11. Please attach a **physical copy** of a flyer/pamphlet/printed schedule from website for the conference.
12. Hand the completed form and receipts to Adam Burgman inside the Student Center, as one of the officers of the Medical Student Council has to sign the form.
13. Once accepted by the FSA office, it can take approximately 2 weeks to process the payment.