

**Berkeley Law Student Group and Student Journal**  
**Reimbursement Instructions for SABL and Alumni Gift Funds**  
**Fall 2021 - Spring 2022**

To submit, please follow the below directions:

- 1) Select Form that relates to your purchase and reimbursement
  - a) [Student Organization General Reimbursement Request Form \(link\)](#): Office Supplies, Swag, group shirts, student morale purchases etc. A Microsoft Sharepoint Login page will open, enter your CalNet ID and password to access power form.
  - b) [Student Organization Entertainment Reimbursement Request Form \(link\)](#): Food purchased for group meetings and/or events. Please consult with Student Services regarding large events that require on-site caterers. A Microsoft Sharepoint Login page will open, enter your CalNet ID and password to access power form.
  - c) [Student Organization Travel Reimbursement Request \(link\)](#): Travel related to Berkeley Law Business i.e. mileage, conference registration, flights etc. Please consult with Student Services regarding sponsored travel. A Microsoft Sharepoint Login page will open, enter your CalNet ID and password to access power form
  
- 2) **In Box One, "Payee,"** of the Power Form, enter Your Name as the Payee.
  
- 3) **In Box Two, "Pre-Approver/Co-Signer,"** of the Power Form, enter the name of your group's financial officer, or the designated co-signing group leader/editor and their Berkeley Law email address. (If you are a financial officer/groupleader requesting reimbursement, please do not enter your name as both Payee **and** Pre-Approver, but select a recognized co-signer of your group to act as the Pre-Approver of your request)
  
- 4) **In Box Three "To Be Assigned,"** enter SABL Treasurer Victoria Scordato's email, [vscordato@berkeley.edu](mailto:vscordato@berkeley.edu) for your group's SABL fund or Holly Johnson, [holly.johnson@law.berkeley](mailto:holly.johnson@law.berkeley) for your group's Alumni funding. Please be sure to chat with yourgroup's leader or financial officer on which fund is appropriate to use for your reimbursement request.
  
- 5) Submit "Power Form."
  
- 6) A Berkeley Law Reimbursement form will open and the below information should be entered. **This information is required for processing.** If incomplete, the form will be voided and you will need to re-enter the requested information below

**REQUIRED:**

- a) Enter your name as payee and your contact information. Include your Berkeley Law student emailaddress and student ID number.
- b) Provide a description of what was purchased and the date
- c) Provide a business purpose or reason for the purchase and how it relates to Berkeley Law.

- d) Attach an itemized receipt that shows what was purchased and it should include the last four digits of your card. If the payment method is not listed on the receipt, please provide a statement showing the payment method. This can be a bank or credit statement showing transaction with the vendor, date, and amount paid. Redact any personal identifying information such as your account number, home address, and phone number.
  - e) If the purchase is a gift or postage, please provide the name of the recipient(s).
- 7) Sign Form!
- 8) The student group financial officer or group leader should review the purchase and business purpose and approve if it falls within their group's guidelines.
- 9) Final budget approval will be made by the SABL treasurer, Victoria Scordato, or Alumni department, Holly Johnson. Please contact them directly if you have any questions specifically regarding your group's funding.
- 10) At any point in time, a team member from the Business Services department may reach out for additional information to add to the report or clarification on the reimbursement request to determine if the purchase aligns with UC policy.

*If you have any questions along the way, please contact us at [lawstudentreimb@law.berkeley.edu](mailto:lawstudentreimb@law.berkeley.edu), we are here to help!*