



## **Funding Documentation Requirements** *Checklist for Reimbursements*

All the requirements for the specific area of funding, in addition to:

- Detailed reason explaining why a reimbursement is necessary**

### **Original Receipt/Proof of Payment:**

- Copy of original check
- Copy of cashed check (or proof that the check was cashed)
- Credit card statement with charge highlighted
- Copy of front and back of credit card

### **Recipient's Contact Info**

- Name
  - Complete Address
  - Phone number
  - Social Security #
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- If the team's Business Office account is being reimbursed, provide the Federal Tax ID # for the University of Connecticut.**
  - If the team's outside bank account is being reimbursed, provide the team's Federal Tax ID # or the Social Security # of the individual that opened the account.**