**JD Grants Committee 2024-2025**

***Virtual Event* Actual Expenses Report**

*Form for 2024-2025 posted on the JD Grants webpage in June 2024*

The Virtual Event Actual Expenses Report is required even if the Law School prepaid all expenses for the event and no reimbursement is requested. One person must collect the requested information about the event and submit a report. The report must list all expenses, including any submitted by an individual for reimbursement.

The Virtual Event Actual Expenses Report is due *within one week* after the event ends. E-mail the completed report as Word document to [jdgrants@law.wisc.edu](mailto:jdgrants@law.wisc.edu). Do *not* include receipts or other documentation.

**NOTE: If you do not receive all invoices before the one-week deadline, email** [**jdgrants@law.wisc.edu**](mailto:jdgrants@law.wisc.edu) **to request a short extension.**

**General Reimbursement Rules**

**Reimbursement deadline and process:** Reimbursement requests and all accompanying documentation are due *within one week* after the event ends. Email electronic documents as attachments to Jennifer Gardner-Brokmeier, the Law School Accountant, and Adam Bushcott, the Main Office Manager, at [jennifer.gardner@wisc.edu](mailto:jennifer.gardner@wisc.edu) and [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu). For print documents, either scan and attach them to the email *or* deliver them to the Law School’s Main Office on fifth floor.

**Reimbursement for individuals only:** The Law School cannot reimburse student organizations or co-curricular activities because of significant federal tax implications. Expenses incurred on behalf of a student group must be paid by individual members who can then request reimbursement. Reimbursement is allowed only for expenses listed on this report.

**Purchase documentation:** Purchases cannot be reimbursed without proper documentation. Be sure to get a dated, itemized receipt for all purchases that are not prepaid and will not be billed to the Law School. Credit card receipts are not adequate. If you have questions, contact Adam Bushcott, the Main Office Manager, at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu).

Note: Reimbursement requests are public records. Before submitting receipts, redact your personal mailing address, email address, and phone number if they appear on a receipt.

**Wisconsin sales tax:** Wisconsin sales tax *cannot* be reimbursed. This restriction on sales tax applies to in-person and online purchases such as on Amazon.com. If you did not get the Law School’s tax-exempt number before you made the purchases, you or the student group will have to pay any sales tax listed on the receipts. Also, some vendors will not accept the tax-exempt number, so you or the student group will have to pay that sales tax as well.

**Reimbursement Requirements for Non-Food Purchases**

Contact Adam Bushcott at [adam.bushcott@wisc.edu](mailto:adam.bushcott@wisc.edu), and he will tell you what documentation is needed for reimbursement. He will most likely ask you to provide the following information. Additional items or forms may be needed for some purchases.

* The decision letter or email message from the JD Grants Committee approving funding for this event and the non-food purchase. Either your organization’s officers or the person who submitted the event funding request will have the decision letter or email.
* Event description that includes who, what, when, and where. Examples include an agenda, program, schedule, or email sent to members.
* Business Purpose explaining how the event supported or advanced the goals, objectives, and/or mission of the organization. See the Business Purpose document on the JD Grants website for information and examples, <https://law.wisc.edu/current/jdgrants/forms.html>.
* Contact information for the person who is requesting reimbursement. If more than one person is requesting reimbursement, all the requests can be grouped in one email. List each person’s name, email address, and the total reimbursement amount for each one.
* Itemized receipts for all expenses to be reimbursed. If multiple people are submitting receipts in one request, identify who made each purchase.

**\*\* Please delete these instructions before submitting this form. \*\***

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**\*\* Email completed report as a Word document**

**to** [**jdgrants@law.wisc.edu**](mailto:jdgrants@law.wisc.edu)**. \*\***

1. **Name of individual, student organization, or co-curricular activity:**
2. **Name of event** (as listed in the JD Grants Committee’s Decision Letter)**:**
3. **Date(s) of event:**
4. **Total cost of the event (**from Line A in question 10)**:**
5. **Total amount approved by the JD Grants Committee** (from the Decision Letter)**:**
6. **Total amount to be paid by the JD Grants Committee** (from line B in question 10)**:**

**7.** If the amount to be paid by JD Grants (question 6) exceeds the amount the committee approved for this event (question 5), **explain any additional expense(s) in detail**. Additional expenses will be paid or reimbursed only upon a showing of extraordinary circumstances.

1. **Name of person who completed this report** (with e-mail address and phone number)

***and* the date this report was submitted:**

1. **Names of event participants from UW Law School** (team members, coaches, people

who attended the event). If there are too many names to list, provide the number of

Law School participants who attended the event. When possible, list numbers by

category (e.g., members of the organization’s board, other students, faculty, and staff).

1. Provide detailed information in this table about all of the expenses for this event.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Itemized List of Expenses**  *(for example:*  *Registration fee for 1 team)* | **Total cost of each item** | **Law School prepaid item?**  **(yes or no)** | **Name of person to be reimbursed or entity/business to be paidfor this expense, if any** | **Item to be paid by another funding source?**  **(yes or no)** |
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|  |  |  |  |  |
|  |  |  |  |  |
| **Line “A”—Total expenses for this event** (for question 4) |  |  |  |  |
| ***Minus:* Total amount to be paid by other funding sources** |  |  |  |  |
| **Line “B”—Total amount to be paid by the JD Grants Committee** (for question 6) |  | This number will include (1) all items that the Law School prepaid with JD Grants funds and (2) all items to be reimbursed or paid with these funds. | | |

**11.** **List all other funding sources for this event and how much money each one pledged to pay.** (In question 10, you may indicate which funding sources paid for which expenses, but this information is not required by the JD Grants Committee. If the Law School Business Office staff needs to know which funding sources paid for which expenses, someone from that office will contact you.)

**12.** If this event was a conference or similar educational event, then the participants must give a presentation about what they learned at the event. This presentation must be given *within four weeks* of the event. The presentation may be part of a regular meeting of a student organization or co-curricular activity, or it may be a separate meeting or event.

The presentation may be either in-person or virtual. For in-person events, the presentation shall be open to all members of the Law School community. For virtual events, it shall be open to the Law School community to the extent possible.

**Date of the presentation about the conference or similar educational event:**

|  |
| --- |
| ***JD Grants Committee Use Only***  Name of event:  Additional expenses (if any) approved:  Additional expenses (if any) denied:  Date Actual Expenses Report received:  Date the approved Actual Expenses Report was sent to the Business Office:  Date person who completed this report was notified that the Actual Expenses Report was received and will be or has been approved:  Signature: Date: |

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