CONFERENCE/EVENT REGISTRATION, HOTEL, TRANSPORTATION DOCUMENTATION NEEDED

Each person seeking reimbursement is responsible for their own paperwork and personal receipt submission.

REGISTRATION FOR CONFERENCE/EVENT

Pre-payment:
▷ Completed SGA funding requisition form (top portion only) if you are a SGA recognized organization
▷ Completed check requisition form including fund, organization and account number
▷ Completed registration form for each attendee
▷ List of attendees and their respective Hofstra ID numbers
▷ First page of conference/event brochure showing date, time and location (you can print offline)

On-line registration:
▷ Book and pay for your registration with your personal credit card or debit card.
▷ Completed SGA funding requisition form (top portion only) if you are a SGA recognized organization
▷ Completed check requisition form including fund, organization and account number
▷ Copy of conference/event confirmation showing your name, fee, payment method
▷ First page of conference/event brochure showing date, time and location (you can print offline)
▷ Copy of your credit card or debit card statement showing transaction, amount, your name, last four digits of credit card or debit card number used for registration
▷ Copy of front of actual credit card or debit card used for registration

HOTEL

▷ Book and pay for your hotel with your personal credit card or debit card.
▷ Completed SGA funding requisition form (top portion only) if you are a SGA recognized organization
▷ Completed check requisition form including fund, organization and account number
▷ Original hotel bill showing itemized final charges, payment method with last four digits of credit card/debit card and payee’s name
▷ W-9 form completed by vendor
▷ Copy of credit card/debit card statement showing transaction, amount, name, last four digits of credit/debit card number
▷ Copy of front of credit /debit card used to pay for hotel
▷ Documentation showing reason hotel is being booked, i.e. first page of conference/event brochure showing date, time and location (you can print offline)
▷ List of Hofstra students using the hotel room and their respective Hofstra ID numbers

TRAVEL

By Air/Train:
▷ Book and pay for your hotel with your personal credit card or debit card.
▷ Completed SGA funding requisition form (top portion only) if you are a SGA recognized organization
▷ Completed check requisition form including fund, organization and account number
▷ Copy of E ticket
▷ Original boarding pass
➢ Documentation showing reason for travel, i.e. first page of conference/event brochure showing date, time and location (you can print offline)
➢ Copy of credit/debit card statement showing transaction, amount, your name, last four digits of credit card/debit card number
➢ Copy of front of credit/debit card used to pay for travel

By Car:
There is a limit to the number of vehicles that will be reimbursed for gas and tolls.
➢ Completed SGA funding requisition form (top portion only) if you are a SGA recognized organization
➢ Printout of MapQuest/Google Maps to/from destination showing mileage
➢ Completed check requisition with organization, fund and account numbers. Reimbursement is .565 x miles traveled.
➢ Documentation showing reason for travel, i.e. first page of conference/event brochure showing date, time and location (you can print offline)
➢ Any original toll receipts (if applicable)
➢ Registration form proving you attended the conference

<table>
<thead>
<tr>
<th>STUDENT ORGANIZATIONAL INFORMATION</th>
</tr>
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<tbody>
<tr>
<td>Name: __________________________</td>
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<tr>
<td>Contact email: __________________</td>
</tr>
<tr>
<td>Contact phone: __________________</td>
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</tbody>
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<thead>
<tr>
<th>OSLA RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of staff in-taking paperwork: __________________</td>
</tr>
<tr>
<td>Date paperwork was received: __________________</td>
</tr>
<tr>
<td>Copy made by: __________________</td>
</tr>
<tr>
<td>Copy given to student and original to club advisor: __________________</td>
</tr>
<tr>
<td>Originals given to: __________________ Sent to AP: __________________</td>
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</tbody>
</table>
HOFSTRA UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

FUNDING REQUISITION

Organization: __________________________ Date: __________________________ Date Received __________________________

Organization Contact Person: __________________________ Phone #: __________________________

Email: __________________________

Detailed Explanation for Request: _____________________________________________________________

Amount of Request: $ __________________________ Payment Required by: __________________________

Date of Event: __________________________ Location: __________________________ Ticket Price: __________________________

METHOD OF PAYMENT

☐ Purchase Request – for items over $500.00 attach purchase request and quote. If quote is over $2,500, three bids must accompany request.

☐ Check Request – attach invoice, receipts for reimbursement & credit card statement, single, guest lecturer or musical accompaniment contract.

☐ Budget Transfer – attach HU Budget Transfer Form or Lackmann Food Service invoice.

☐ American Express Card – Return card along with all documentation regarding Amex Purchase.

APPROVALS

OSLA Program Advisor: __________________________

Fitness Center Advisor: __________________________

MISPO Program Advisor: __________________________

SGA Bookkeeper: __________________________ / __________

Balance after this expense: __________________________

SGA Comptroller: __________________________ / __________

Appropriated: __________________________

SGA Advisor: __________________________ / __________

Executive Director OSLA: __________________________

COMMENTS:

✓ Approved __________________________ Denied __________________________ Modified __________________________

Rev 08/2012
Form W-9

Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: □ Individual/ Sole proprietor □ Corporation □ Partnership
□ Limited liability company. Enter the tax classification (O=disregarded entity, C=corporation, P=partnership) □ Exempt payee

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax.

Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

• The U.S. owner of a disregarded entity and not the entity,