

## **GSSA Treasurer FAQ**

**Q. What is the status of my reimbursement?**

**A.** The Treasurer will never know the answer to this question. After the Treasurer has reviewed the reimbursement materials and has verified that they are in order, the Treasurer submits them to the Office of Student Programs for processing. The Office of Student Programs does not inform the Treasurer of reimbursement status.

**Q. Who will notify me when my reimbursement check has been issued?**

**A.** Currently, Student Programs has not implemented a notification system to let you know when your reimbursement check is ready for pickup. After four to five weeks of handing in your reimbursement information, please check in the Office of Student Programs for your reimbursement check. Also, please note that new checks are cut every Wednesday by the University.

**Q. Where is the Office of Student Programs?**

**A.** It is located in the Garden Level (basement) of the LBC. Vanessa King is the keeper of the checks. Her desk is located in G02 Suite 204.

**Q. How long does it take for a reimbursement check to be issued?**

**A.** If you request that the check be held for pickup in the Office of Student Programs, the check will typically be issued three to four weeks after the Treasurer submits the reimbursement materials for processing. If you request that the check be mailed to you home, the check will typically arrive four to five weeks after the Treasurer submits the reimbursement materials for processing.

**Q. If there is a problem with my reimbursement materials, who will contact me?**

**A.** If the Treasurer notices a problem with the reimbursement materials, you will be contacted BEFORE the Treasurer submits them for processing. The Treasurer will not submit your materials until the problem has been resolved.

**Q. I have misplaced or did not receive an original itemized receipt. Can I still be reimbursed?**

**A.** Probably not. The Office of Student Programs requires ORIGINAL ITEMIZED RECEIPTS for ALL reimbursements. Under no circumstances will the Office of Student Programs authorize reimbursement for either an unitemized receipt or a copy of a receipt. If you have lost or did not receive a receipt, you can go to the TAMS website and fill out a Missing Receipt form. This form should be printed and attached to your reimbursement materials. However, the Office of Student Programs often chooses not to reimburse expenses without accompanying receipts, regardless of whether or not this form is attached.

**Q. I sent an e-mail to the GSSA Treasurer. How long will it take before I receive a reply?**

**A.** The Treasurer will make every effort to reply within one calendar week. Please do not send an e-mail requesting a reply until a full calendar week has passed.

**Q. I am currently out of town. Can I mail reimbursement my materials?**

**A.** Yes. Please send materials to the following address:

Megan Holt  
c/o Department of English  
122 Norman Mayer Hall  
Tulane University New Orleans, LA 70118