



## **Social Sciences Graduate Student Activities Committee Proposal and Reimbursement Instructions**

### *Proposals*

- 1) Fill out a proposal form (which may be downloaded from <https://socialsciences.uchicago.edu/ssgsac>, or you can get a copy from Jackie Hill in Foster 107). Leave the “Tracking Number” box blank.
- 2) Bring the proposal to a regularly scheduled SSGSAC meeting where the proposal will be voted on.
- 3) If the proposal is approved, the SSGSAC chair brings the proposal form to Jackie who enters the proposal into the SSGSAC database and assigns a tracking number which is written on the proposal sheet.
- 4) The event title, sponsoring department, date, time, and approved amount are then accessible on the proposals report on the SSGSAC webpage at <https://socialsciences.uchicago.edu/ssgsac>.

### *Reimbursements*

- 1) Fill out a reimbursement form (which may be downloaded from <https://socialsciences.uchicago.edu/ssgsac>, or you can get a copy from Jackie Hill in Foster 107 or from the SSGSAC chair) and attach receipts. Receipts should be turned in no later than one month after the event.
- 2) Enter the tracking number in the appropriate box (see the Proposals Report on <https://socialsciences.uchicago.edu/ssgsac> for correct tracking number). Reimbursements cannot be processed without the tracking number. If you are turning in the last receipt for an event, check the box to close the event.
- 3) Give the form to Jackie who will process the reimbursement and enter the reimbursement amount into the database. The total reimbursed amounts are then displayed against the approved allocation for the event on the SSGSAC website.