

SEP Reimbursement Form for UCSF Volunteers

1. Complete this form

Questions? Contact: Solange Arbesu-Sala at Solange.Arbesu-Sala@ucsf.edu, 502-6324

Your Name:

Your Email Address :

SFUSD School Where You Volunteered:

Lesson(s) for which materials were used:

Total amount of reimbursable expenses from all receipts: \$

2. Paper clip your itemized receipts to this form.

3. Mail or Deliver this form and your receipts to:

Return this form to Solange Arbesu-Sala at Solange.Arbesu-Sala@ucsf.edu
or by mail to SEP/UCSF Box 0905, 100 Medical Center Way, SF 94143

4. Add our administrative assistant (Solange Arbesu-Sala) as a delegate on "UCSF MyExpense." UCSF students and staff are paid reimbursements via an online program called "MyExpense." In order to get a reimbursement from SEP, **you must add our administrative assistant as a delegate on MyExpense.** We cannot process your payment otherwise. To do this:

- a. Login to MyAccess - <https://myaccess.ucsf.edu/landing>
- b. Go to "My Expense" under the *Applications tab*
- c. Click on the person in the right hand corner to go to "Profile Settings"
- d. Under *Expense Settings* in the left column click "Expense Delegates"
- e. Click "Add" and type "Solange Arbesu-Sala"
- f. Check all the boxes: "Can Prepare, Can Submit Reports, Can View Receipts"

Team Budget

Each team has a budget of \$50 **per classroom** to support hands-on activities for the school year. The primary purpose of the budget is for the purchase of consumable educational materials to be used by students. Examples of appropriate expenditures include organs for dissections, balloons to make lung models, etc. The budget **cannot** be used to purchase snacks, candy, or gasoline for transportation. Save your receipts and fill out the form provided in order to get reimbursed for your expenses. Reimbursements need to be processed within 45 days of purchase, so please turn in your receipts as soon as possible.

****Please do not use gift cards to pay for materials, as you cannot be reimbursed for items paid with gift cards.**

Remember to always check with SEP for supplies, as well. The SEP Daly Ralston Resource Center has a tremendous inventory of supplies, both consumable and non-consumable. In addition, SEP has a dungeon full of assorted equipment and various supplies!