



E-mail to sibudget@gmu.edu.

RSO Payment Request Form

Use: To request Reimbursements, Honorarium Payments, Dues Payments, and Conference Registration Payments.

Instructions: E-mail completed & signed RSO Payment Request Form to sibudget@gmu.edu. (Note: Reimbursements must be submitted within 45 days of the purchase date.)

Additional Requirements: Attach the itemized receipt (which clearly shows payment details) for reimbursements. Attach a Virginia Substitute W-9 form for payments to non-GMU individuals or organizations. Attach the Independent Contractor Form, Guest Lecturer Acknowledgement, and event flyer/advertisement for honorarium payments. Attach a list of student names and an invoice for dues and conference registration payments.

PAYEE INFORMATION: **EVENT INFORMATION:**

Name:

Address:

Student and employee reimbursements will be sent via direct deposit or mailed to the individual's current address in Patriot Web.

G Number:

Check One

U.S. citizen/ lawful permanent resident
 Nonimmigrant visa holder and activities conducted in the US (visa status)
 Non-U.S. citizen OR Nonimmigrant visa holder and activities conducted outside the U.S.

Event Name:

Event Date: Event Time:

Description:

For Food, Beverage and Catering expenses only:

Location:

of Attendees:

FUNDING INFORMATION: **RSO INFORMATION:**

Please specify funding source:

Student Funding Board (SFB):

Self-Generated Revenue (SGR):

Total Amount to Pay:

Org Name:

Org Number:

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Requestor's Name:

Requestor's Email:
@masonlive.gmu.edu

Requesting RSO Officer's Signature Print Name Title Date

Signature of Payee if Mason Student or Employee Print Name Date

(Signature certifies that this is a necessary and appropriate expenditure that has not been nor will not be reimbursed by another party. Signature acknowledges that the goods purchased become the property of the University.)