MUSC
Medical University of South Carolina

College of Medicine
Student Council Reimbursement Request Form
2022 - 2023AY

Guidelines for Student Council Reimbursements

1. **The original and itemized receipts must be submitted (via email is preferred) within 30 days of purchase.** Accounts Payable will not accept any reimbursements unless an itemized proof of purchase is presented.

2. **A list of Attendees** is required. A recipient list may be substituted for an attendee list depending on the occasion/items purchased.

3. Reimbursements are finalized approximately 2 – 3 weeks after it is initially processed through the Dean's Office.

4. **Student council funds will NOT be disbursed in advance.** Students must be prepared to pay at the time of purchase and can expect to be reimbursed by your group's allotted funds in Student Council (funds permitting). Only under special circumstances will the Dean's Office accept invoices from vendors for direct pay. For instances as such, the student(s) must contact the Dean's Office for approval **prior** to such transaction.

5. Whenever a student contracts with a vendor for an event/service, the contract must be submitted to the Dean's Office/ enter into Engage at least 6 weeks in advance of the scheduled event for processing. **Students are not allowed to sign contracts.**

Student Interest Group Name & Tag Number	Select Interest Group	
Title/Purpose of Meeting		**Meeting Date:**
Vendor Used (i.e. Target or Moe's)		
Reimbursement Amount	$	
Student Name		
Full Mailing Address		
Social Security Number		
Contact Information	**Email:**	**Phone:**
Signature		**Date:**

Please be advised that incomplete reimbursement requests will not be processed. Please make sure that you submit all necessary and required documentation!

Checklist:

- ⇨ **Completed Reimbursement Request Form**
- ⇨ **Itemized Receipt(s)**
- ⇨ **List of Attendees/Copy of Sign-in Sheet or Equivalent Supporting Documentation**
- ⇨ **Direct Deposit form (not required but highly recommended)**

Student Council Organizations and Interest Groups

American Medical Association (AMA)
American Medical Women's Association (AMWA)
Anesthesiology Interest Group (AIG)
Association of Women Surgeons (AWS) - *formerly known as WISE*
Cardiovascular Sciences Interest Group (CSIG)
Class of 2020
Class of 2021
Class of 2022
Class of 2023
Dermatology Interest Group (DIG)
edLink
Emergency Medicine Interest Group (EMIG)
Family Medicine Interest Group (FMIG)
Financial Literacy Interest Group (FLIG)
Global Tropical Medicine Interest Group (GTMIG)
Internal Medicine Interest Group (IMIG)
Internal Medicine – Pediatrics Interest Group (MPIG)
Medical Innovations Group (MIG)
Medical Military Interest Group (MMIG)
Medical Student Ophthalmology Society (MSOS)
Medical Students for Choice (MSFC)
Medical Students United for Service in Charleston (MUSiC)
Medical Ultrasound Interest Group (MUSIG)
Neurosurgery Interest Group (NSIG)
Obstetrics & Gynecology Interest Group (OBIG)
Oncology Medical Group (OMG)
One80Place - *formerly known as Crisis Ministries*
Orthopaedics Interest Group (SAWBONES)
Otolaryngology Interest Group (ENT)
Pathology Interest Group (PATHOS)
Pediatrics Interest Group (PIG)
Phi Chi Medical Fraternity (Phi Chi)
Physical Medicine & Rehabilitation Interest Group (PM&R)
Physicians for Human Rights (PHR)
Plastic Surgery Interest Group (PSIG)
Public Health Interest Group (PHIG)
Radiology Interest Group (RIG)
Sports Medicine Interest Group (SMIG)
Student Interest Group in Neurology (SIGN)
Student National Medical Association (SNMA)
Student Psychiatry Interest Group (SPIG)
Student Team Enrichment Mentor (STEM)
Surgical Training Awareness & Residency (STAR)
Translational Research Interest Group (TRIG)
Urology Interest Group (URIG)
Vascular Interventional Radiology (VIRIG)
Vertical Integration Grand Rounds (VIGR)
Wilderness Medicine Interest Group (WOLVES)

Student Council Related Events

COM Prom
Faculty Excellence Awards
MUSC Live