

**College of Medicine  
Student Council Reimbursement Request Form  
2019 - 2020**

**Guidelines for Student Council Reimbursements**

- 1. The original and itemized receipts (hard copy) must be submitted 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** for each meeting or gathering of any kind for which food has been purchased or a caterer has been retained. If your group sponsored an event such as a workshop, tournament, fundraiser, etc., you must submit a flyer or copy of an email notification sent to the student body as supporting documentation.
- 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 Student Council (funds permitting). Only under special circumstances will our office accept invoices from vendors for direct pay. For instances as such, the student(s) must contact the Office of Student Affairs for approval **prior** to such transaction.
- For any student event that requires a contract, the contract must be submitted to the Office of Student Affairs at least 4 weeks in advance of the scheduled event for processing. **Students are not allowed to sign contracts.**

<b>Student Interest Group Name &amp; Tag Number</b>		
<b>Title/Purpose of Meeting</b>		<b>Meeting Date:</b>
<b>Vendor Used</b> (i.e. Target or Moe’s)		
<b>Reimbursement Amount</b>	\$	
<b>Student Name</b>		
<b>Full Mailing Address</b>		
<b>Social Security Number</b>		
<b>Contact Information</b>	<b>Email:</b>	<b>Phone:</b>
<b>Signature</b>		<b>Date:</b>

**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