

## Writing Group Funds Reimbursement

### **If reimbursement request totals less than \$150, and you pay with PERSONAL Funds:**

1. Fill out the CWE Writing Group Reimbursement Request
2. Fill out the [Elon University Petty Cash Form](#)
3. Send completed forms along with original receipts to the CWE Program Assistant, Malinda Spencer, CB 2550.
4. Once approved by the CWE, we will send the approved form back to you for you to take to the Bursar's office (along with your receipts) for reimbursement.

### **If reimbursement request totals less than \$150, and you pay with ELON UNIVERSITY P-CARD:**

1. Fill out the CWE Writing Group Reimbursement Request
2. Note that it was paid with an Elon University P-Card
3. Send completed form along with a COPY of your receipts to the CWE Program Assistant, Malinda Spencer, CB 2550.
4. Once approved by the CWE, we will contact you with an account number that you can allocate your expenses to when writing them off in the Bank of America Works Application.
5. Please keep your original receipts to submit with your Bank of America monthly statement.

### **If reimbursement request totals more than \$150:**

1. Fill out the CWE Writing Group Reimbursement Request
2. Send completed form along with original receipts to the CWE Program Assistant, Malinda Spencer, CB 2550.
3. Once approved by the CWE, we will send the approved form to accounting and either request a departmental funds transfer if paid for with P-Card, or will request a reimbursement check be sent to you directly if paid for with personal funds.