

## *Event Planning, Club Finances and Reimbursements – Helpful Reminders*

### Michigan Ross Alumni Relations Contacts:

- Please direct ALL club-related email correspondence with the Michigan Ross Alumni Relations team to [MiRossAlumniClubs@umich.edu](mailto:MiRossAlumniClubs@umich.edu). A number of Alumni Relations staff members support our clubs, and utilization of this email address will ensure the timeliest response from the appropriate team member.

### Contracts:

Club Presidents and the Ross Alumni Relations Team cannot legally sign any contracts.

- Vendor contracts must be sent to the university procurement team for approval and signing. This process takes approximately 2 weeks.
- Forward any contractual information to the Alumni Relations team at [MiRossAlumniClubs@umich.edu](mailto:MiRossAlumniClubs@umich.edu); we will provide it to the Procurement Office.
- Please send us these materials at least TWO weeks in advance. In the rare but possible circumstance that a contract is not approved, utilizing another vendor or venue may be required.

### Financial Restrictions—University Policy:

The following restrictions regarding maximum per-person costs apply to all alumni club events:

- *Breakfast, brunch, lunch and happy hour events:* \$25 maximum per person
- *Dinner events:* \$55 maximum per person
- *Alcohol spending:* \$20 maximum per person (in addition to food costs)

For example, if your club is hosting a networking lunch, it may spend no more than \$45 per person—up to \$20 on alcohol and up to \$25 on lunch. In addition to these limitations, please remember to set up and monitor your own club budget and stay within it to avoid financial complications. **The University of Michigan will not reimburse you for food/drink payments in excess of the set per person maximum amounts.**

*\*\*Please note:* These limits include any tips and taxes paid, but do not include other service/management fees or room rental rates.

### Club Expense Payments (Pre-Pay via University Credit Card):

All events which are paid for through club funding must be documented. U.S.-based clubs are encouraged to use the Michigan Ross Alumni Relations credit card to finance all payments, including payments to vendors, whenever possible.

Payments made through our university credit card are eligible for tax exemption if you are in CO, CT, FL, ID, IL, IN, KS, KY, ME, MA, MI, MN, MS, MO, NJ, NM, NY, NC, ND, OH, RI, SD, TN, TX, UT, VT, VA, DC, or WI. Depending on the charge amount, this can equate to a sizable savings.

- **\*When the Ross credit card is used, itemized receipts and event guest lists must be sent to the Alumni Relations team at [MiRossAlumniClubs@umich.edu](mailto:MiRossAlumniClubs@umich.edu) within 5 days.** No further reimbursement action is necessary. See pg. 2 for an example of an itemized receipt. It is important that we receive the payer's signature on the charge receipt.
- Please contact the Alumni Relations team at [MiRossAlumniClubs@umich.edu](mailto:MiRossAlumniClubs@umich.edu) *as early as possible* in your event planning process to discuss the best way for us to pay for a club-related expense – even if Michigan Ross's handling of your payment may appear challenging given your particular purchasing case. We may be able to find a creative solution.

**Reimbursements (Domestic Clubs):**

Again, we strongly recommend utilizing our Alumni Relations credit card to pay for events. Reimbursements, however, may be made to any Michigan Ross Alumni Club member, though most payments generally stem from the club’s leadership team. For purchases made with a credit card to be reimbursed, the itemized receipt signature must match the credit card utilized.

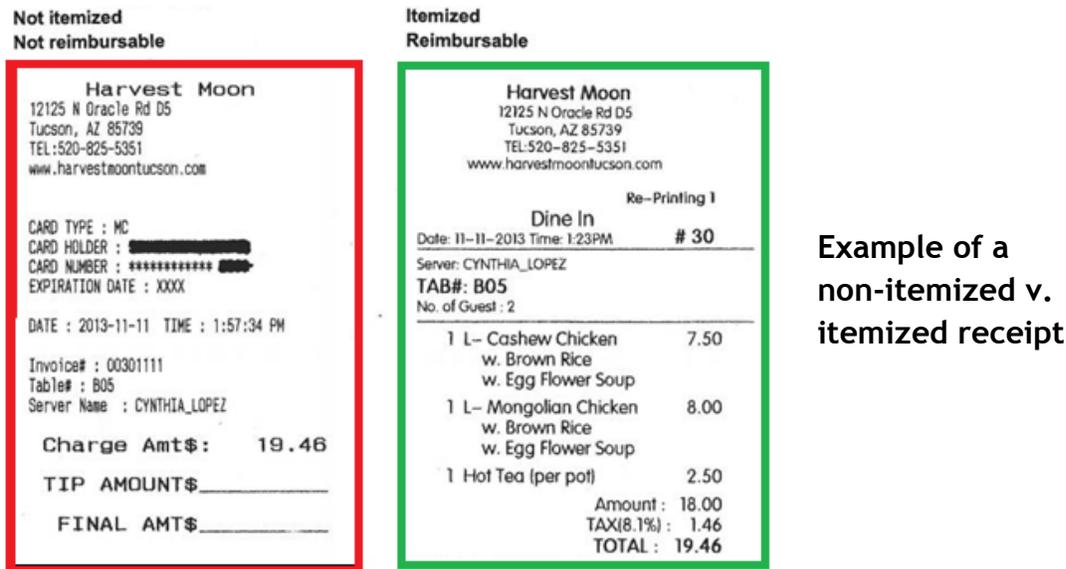
Within 45 days of your event, please send to [MiRossAlumniClubs@umich.edu](mailto:MiRossAlumniClubs@umich.edu):

- Your club’s name
- Date of event for which the reimbursed purchases were utilized
- Guest list
- Itemized receipt(s) with payer signature to indicate proof of payment if credit/debit card used
- The name and address of those persons to be reimbursed

\*Please use the Reimbursement Form on pg. 3 for easy filing. Once received, reimbursements typically take two to three weeks to process.

**Alcohol:**

Alcohol purchases must be broken down and included separately on the itemized receipt (i.e., if coffee and alcohol was served, do not group both as “beverages”—list alcohol separately).



**Charging Event Fees, and Club Revenue:**

Consider the value of your event. Depending on your budgetary needs, you may decide to charge a guest attendance fee. Your Michigan Ross alumni club’s website provides a safe and easy ecommerce platform for you to collect this fee, where it will be added to your club’s general funds. If not used in the current fiscal year, any revenue that clubs raise themselves will be rolled over to the next fiscal year.

To charge a registration fee, you must create a registration page that is associated with your event -- see [rossclubresources.com](http://rossclubresources.com)’s “Portal Support” tab for how-to instructions about setting up a basic registration webpage and adding a registration fee are provided.

### *Alumni Club Reimbursement Form*

**Alumni Club name:** \_\_\_\_\_

**Event date(s):** \_\_\_\_\_

**Contact information of person needing reimbursement**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email or phone number: \_\_\_\_\_

**Reason for reimbursement** (list event or service provided to the club):

\_\_\_\_\_

**List of attendees** (if more than three lines, please attach list):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ITEMIZED Receipt or invoice** (with payer signature to indicate proof of payment if credit/debit card used)

*Receipt should list cost and description of each item purchased, including: food, beverages, alcohol (listed separately from other beverages), tax and gratuity. ALSO included signed receipt.*

If reimbursement is being submitted 45+ days after event, please explain why:

**\*Please recall that when planning events that draw from Ross-allocated (non-carry forward) funds, the food and beverage expense cannot exceed the following per person:**

- Breakfast/Lunch/Brunch/Happy Hour: \$25

- Dinner: \$55

- Alcohol: \$20 per person (in addition to food costs)

E-mail this form and the appropriate information listed above to:

[MiRossAlumniClubs@umich.edu](mailto:MiRossAlumniClubs@umich.edu)