

What you do after you have been allocated L.A.F.A.C. funds

For information on hotels and airlines that offer UM discounts, please see www.miami.edu/travel In most cases you can arrange to have the University billed directly for authorized use and thereby minimize the need to process reimbursements. The L.A.F.A.C. account number to bill against is 477846. If you use the travel companies please fill out the Ghost Form found here: <https://www.miami.edu/travel/forms/ghostcard.pdf> and email it to Josh Lee from the Law Budget Office to be signed at jlee@law.miami.edu within 24 hours because the price may change. Make sure you write in the subject heading that this is a ghost card form. Please follow up with Josh Lee at 305-284-1339

Sales Tax Exemption

As a 501 (c)(3) organization, the University of Miami is exempt from paying state sales tax. Student organizations utilizing UM funds – such as the funds from LAFAC may use the University's tax-exempt certificate. The purchases must be made through the University system, such as through Purchasing. If you pay personally and then submit for reimbursements, or pay with other third party funds, you will not be eligible to apply the sales tax exemption. For access to our sales tax exemption certificate, please see their webpage at <http://www.miami.edu/purchasing/> under forms.

Reimbursements:

Under the IRS Accountable Plan Rules expenses are required to meet two conditions: (1) There must be a legitimate business purpose – explanation of the business conducted and (2) Expenses must be substantiated i.e. original receipts, date, place and amount of the expense. Reimbursements will not be processed without original receipts.

Business Expense Reimbursement Forms (BERF)

The first form is the Business Expense Reimbursement Form. The BERF is used to reimburse students who have spent personal funds on behalf of the student organization for business purposes. It can be used to reimburse students (and even outside individuals) for anything from office supplies or travel expenses.

Make a copy of the receipts for your records, send the budget office original receipts, a list of the students that attended or participated as well as an explanation of the expenditure and a flyer for the event or a copy of the organization's budget, must be stapled to the back of the Business Expense Reimbursement Form. (Note that if your organization has a provision for students traveling out of town to receive a per diem, no receipt is necessary, however, you should attach a copy of the bylaw that allows per diems).