What is a PERR Form?

Used for requesting reimbursement for out of-pocket expenses incurred for an event, program, conference, sport event, or traveling on University organization business.

**When submitting a PERR......** Remember

- Must be an approved expense supporting the organization.
- Must be fully descriptive and transparent.
- Must explain the expenditure(s) purpose.
- At times it may be necessary to “justify” individual expenses.

**PERR FORM IS ON-LINE** and must be completed by your organizations Treasurer
Treasurer must review all receipts and approve all receipts

- Treasurer signs into the SABO online request system.
- Click on Check Request enter account, line and person.
- Select PERR form.
- Enter the Net ID of the person who is receiving the reimbursement.
- Have the date and detailed description for the program/event on the PERR form.

**PLEASE REMEMBER**

- Original receipts are required for Submission

- Please do not put personal or non-reimbursable items on your submitted receipts.

- All receipts must be itemized. Please review sample receipts listed below.
SAMPLE ITEMIZED RECEIPT
You must have an original receipt, no copies accepted

The DATE on your receipt must be between January 23, 2010 and March 23, 2010

The qualifying ITEM/ACTIVITY must be clearly itemized on the receipt (e.g. sneakers, ice skating, yoga class, etc.)

The DATE on your receipt must be between January 23, 2010 and March 23, 2010

The qualifying ITEM/ACTIVITY must be clearly itemized on the receipt (e.g. sneakers, ice skating, yoga class, etc.)
• Receipt/Invoices that were paid by credit card and have that noted on the receipt are acceptable documentation for reimbursement.

• Receipts or invoices that do not have a zero balance and do not show credit card information, a copy of your credit card/bank statement is required.
• Treasurer-Always select your advisor as your second level approver.
• Treasurer-Print out the completed PERR and bring to your advisor.
• The advisor will then review all receipts and the completed PERR form for required signature approval.

• After this is completed it may then be turned into SABO to be processed

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NEW**** EACH WEEK randomly selected PERRS are sent to the Student Affairs Auditing Department for review. If any issue is found during this review an official letter is sent to the student, the advisor and if necessary the governing funding group to advise them of the situation. And it is at this point that any issue/remarks are addressed by the advisor and/or governing groups and remedies must be applied to all future submitted PERR forms.

In accordance with Rutgers University policy **RAN** is used when the SABO office is reviewing a submitted PERR Request.

• **RAN**

  **Reasonable** – means that cost of the goods or services are not excessive.
  **Appropriate** – means that the expenditure is consistent with objectives of the program, project or trip. Appropriate also means that the expenditure is allowable under the terms and conditions of the underlying funding source and/or policies established by the University.
  **Necessary** - means that the expenditure is required to achieve the expected goals or outcomes of the program, project, or task.

Please see the following pages for an acceptable PERR.
Treasurers Key- **NAVIGATING THE - PERSONAL EXPENSE REIMBURSEMENT REPORT**

MISC GENERATED REVNJ - (37)
Jamie Scanrella
Candy, drinks, snacks, and craft letters
Candy, snacks, and drinks, and craft letters for valentine event held on 2/14/2013 at cosi student center

<table>
<thead>
<tr>
<th>Description of Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snacks and drinks</td>
<td>$31.17</td>
</tr>
<tr>
<td>Candy</td>
<td>$19.42</td>
</tr>
<tr>
<td>Letters for craft</td>
<td>$33.85</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$84.44</strong></td>
</tr>
</tbody>
</table>

A/GA Name

Signature

Approver Signature
Welcome to Shop Rite of PISCATAWAY

02/12/13 03:14pm S552 R3 T134 C486471

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HERSHEY KISS VAL BIG</td>
<td>1</td>
<td>5.99 B</td>
</tr>
<tr>
<td>On Sale You Saved</td>
<td>0.90</td>
<td></td>
</tr>
<tr>
<td>ANDES CHERRY JUBIL</td>
<td>1</td>
<td>1.69 B</td>
</tr>
<tr>
<td>On Sale You Saved</td>
<td>0.30</td>
<td></td>
</tr>
<tr>
<td>REESE PNTBTR MINI PC</td>
<td>1</td>
<td>3.74 B</td>
</tr>
<tr>
<td>On Sale You Saved</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>MC 4584 PC Hershey's Minis</td>
<td>1</td>
<td>0.25-B</td>
</tr>
<tr>
<td>HERSHEY MINIATURES VPC</td>
<td>1</td>
<td>3.74 B</td>
</tr>
<tr>
<td>On Sale You Saved</td>
<td>0.25</td>
<td></td>
</tr>
<tr>
<td>MC 4575 PC Hershey's Minis</td>
<td>1</td>
<td>0.25-B</td>
</tr>
<tr>
<td>SNICKERS MINI VAL</td>
<td>1</td>
<td>3.49 B</td>
</tr>
<tr>
<td>On Sale You Saved</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>Valued Customer TAX</td>
<td>1</td>
<td>27</td>
</tr>
</tbody>
</table>

**** BALANCE 19.42

Transaction Record

ShopRite of PISCATAWAY, NJ
Store # 552

Terminal: 3 Operator: 486471
02/12/13 03:19pm 134
Acct#: **************6415 SWIPED

Purchase: $ 19.42

RESPONSE CODE: Approved
APPROVAL CODE: R1148B
PREPAID CARD BALANCE:

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER CARD</td>
<td>19.42</td>
</tr>
<tr>
<td>CHANGE</td>
<td>0.00</td>
</tr>
</tbody>
</table>

TOTAL NUMBER OF ITEMS SOLD = 5
Craft Cuts: New Order # 4200047242

Sales <sales@craftcuts.com>
To: M Mayat <mrmayat@gmail.com>

Sun, Mar 24, 2013 at 10:09 PM

Thank you for your order from Craft Cuts. If you have any questions about your order please contact us at sales@craftcuts.com or call us at 1-877-292-0641 Monday - Friday, 7:00am - 5:00pm MST.

Your order confirmation is below. Thank you again for your business.

**Your Order #4200047242 (placed on March 24, 2013)**

**Billing Information:**

**Payment Method:**

- Credit Card

  - Credit Card Type: MasterCard
  - Credit Card Number: xxxx-2829
  - Payer Email: [redacted]

**Shipping Information:**

**Shipping Method:**

- Select Shipping Method - 3Day

<table>
<thead>
<tr>
<th>Item</th>
<th>Sku</th>
<th>Qty</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpainted Greek Letters Enter Text</td>
<td>cra_greek_letters_unpainted</td>
<td>14</td>
<td>$21.00</td>
</tr>
<tr>
<td>Text: 92P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Font: Times New Roman</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thickness: 1/8 inch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Height: 1 &quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter Count: 3 @ $0.50 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approximate Width: 2.6&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
These three examples are just a few of the many receipts you may receive when making a purchase for your organization’s activities. Please be sure all receipts show what was purchased and reflect how payment was made. If credit card information is not listed a bank or credit card statement may be required.

If you have any questions on your PERR submission please contact your advisor or the SABO office.