

## College of Medicine Student Council Reimbursement Request Form 2018 – 2019

### Guidelines for Student Council Reimbursements

1. **All original and itemized receipts must be submitted within 30 days of purchase.** Accounts Payable will not accept any reimbursements unless an itemized proof of purchase is presented.
2. **Attach an Attendee List** for meetings or gatherings 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 for your reimbursement.
3. Reimbursement checks are received 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 extenuating 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.

Group Name	Tag	Group Name	Tag	Group Name	Tag	Group Name	Tag
AIG	570	Faculty Excellence Awards - <i>event</i>	210	NSIG	536	SNMA	425
AMA	410	FMIG	515	OBIG	525	SPIG	545
AMWA	420	GTMIG	590	OMG	597	SMIG	562
AWS	555	Holiday Ball/COM Prom - <i>event</i>	255	One80 Place	330	STAR	550
Class of 2019	652	IMIG	560	PATHOS	596	STEM	572
Class of 2020	653	Med Peds	607	Phi Chi	435	TRIG	553
Class of 2021	654	MIG	571	PHIG	591	URIG	593
Flex 2022	655	MMIG	594	PIG	540	VIGR	574
CSIG	500	MSFC	430	PM&R	575	VIRIG	605
DIG	585	MSOS	520	PSIG	576	WOLVES	598
edLink	587	MUSC Live - <i>event</i>	240	RIG	530		
EMIG	510	MUSiC	205	SAWBONES	565		
ENT	606	MUSIG ( <i>Ultrasound IG</i> )	573	SIGN	535		

<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 Requested</b>	\$	
<b>Student Name</b>		
<b>Address</b>		
<b>Social Security Number</b>		
<b>Contact Information</b>	<b>Email:</b>	<b>Phone:</b>
<b>Signature</b>		<b>Date:</b>

## **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 2019  
Class of 2020  
Class of 2021  
Flex 2022  
Dermatology Interest Group (DIG)  
edLink  
Emergency Medicine Interest Group (EMIG)  
Family Medicine Interest Group (FMIG)  
Global Tropical Medicine Interest Group (GTMIG)  
Internal Medicine Interest Group (IMIG)  
Internal Medicine – Pediatrics Interest Group (Med Peds)  
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)  
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 - *formerly known as Holiday Ball*  
Faculty Excellence Awards  
MUSC Live