

Engineering Student Activities Council

Additional Concur Submission Guidelines for Wharton Students

Wharton students, in addition to following all of the guidelines and directions in both the *Club Finances* and *Concur Reimbursement Guides* on the ESAC website, must include the additional information listed below in their Concur reimbursement request.

Important note for Wharton students: When requesting reimbursement, please note in the comments sections of your reimbursement for your Wharton default reviewer to forward to Christine Maguire.

For example:

This reimbursement is for [Club X's] [event] on [date]. [Club X] was allocated [\$Y] from ESAC for this event.

Note: I am also a Wharton student. Wharton default reviewer, please forward this reimbursement request to Christine Maguire in the SEAS Towne Business Office. Thanks!

The account information should be as shown below:

The School/Center should be: **(13) EAS**
CNAC-ORG-BC-FUND - Funding Source: **(130-1313-1-000000) EAS-ACADEMIC**
Program: **(0000) Not PROG REL**
CREF: **(3000) ESAC***

**CREF (300) ESAC is to be used whenever the club was allocated the funds from the ESAC account. This occurs whenever the club submitted an allocation request and was granted funding from ESAC. If the money is to come out of the club's operations fund, the specific clubs CREF code should be used. Also note this in the comments section. Individual CREF codes can be found by emailing the ESAC Treasurer at esacfin@gmail.com.*