

Scenario 1

Student A pays on behalf of the entire group

Student	Request	Approval	Expenditure made by student	UW reimbursement	Internal adjustment among students
A	\$135	\$100	\$405	\$300	(\$70) Received by B&C
B	\$135	\$100	\$0	\$0	\$35 Paid to A
C	\$135	\$100	\$0	\$0	\$35 Paid to A

In this scenario, flights to the conference city are \$135 per person, and three students have submitted one Funding Request Form asking for \$405 total. The approved amount from OPPE is \$300 (specifying \$100 per traveler). Student A makes the flight purchase on behalf of all three students, paying \$405. After the trip is completed, Student A submits the flight receipt to OPPE and receives a \$300 reimbursement check. Then, Students B and C pay \$35 each to Student A to settle up. The net cost to each student is \$35.

Student A: $\$405 - \$300 - \$70 = \35

Students B and C: $\$0 + \$35 = \$35$



Scenario 2

Student A pays on behalf of Student A (self) and C, while Student B pays for themselves

Student	Request	Approval	Expenditure made by student	UW reimbursement	Internal adjustment among students
A	\$135	\$100	\$270	\$200	(\$35) Received by C
B	\$135	\$100	\$135	\$100	\$0
C	\$135	\$100	\$0	\$0	\$35 Paid to A

In this scenario, flights to the conference city are \$135 per person, and three students have submitted one Funding Request Form asking for \$405 total. The approved amount from OPPE is \$300 (specifying \$100 per traveler). Student A makes the flight purchase on behalf of Student A (self) and C, paying \$270. After the trip is completed, Student A submits the receipt and receives a \$200 reimbursement check, Student B submits the receipt and receives a \$100 reimbursement check, and Student C pays \$35 to Student A to settle up. The net cost to each student is \$35.

Student A: $\$270 - \$200 - \$35 = \35

Student B: $\$135 - \$100 = \$35$

Student C: $\$0 + \$35 = \$35$

