

How to Complete the SOFA Post Report

Thank you for attending the recent Student Organization Funding Agency (SOFA) meeting. Now that SOFA has approved an allocation of money for your funding request, there are several steps necessary to ensure that your organization receives that money into its UND student organization on-campus account.

After your organization completes its travel, program, publication, virtual attendance, or purchases for which you have been approved, complete your post report and submit expenses for reimbursement.

1. Keep and make copies of ALL your expenses

a. Scan all your expenses and receipts into one PDF, if possible. Receipts can be emailed or dropped off at the Student Involvement Office (MU Room 144) ONLY if they cannot be attached to the post report

b. If you are submitting a travel post report, make sure to include the students' ID #s that traveled to the event!

2. Your Post Report will need to be completed online

a. Go to involvement.und.edu, log in, click on the arrow with three lines on the top left corner, then click on the "Forms" tab.

b. Then, click "start" on SOFA Post-Travel/equipment/operations/transportation/publications Form

5. Reimbursement

Your organization will receive reimbursement of approved expenses up to the amount that the SOFA allocated during the meeting at which you were approved. Your organization will not be reimbursed for more than the approved amount and will not be reimbursed for expenses that were not originally requested for.

6. Assistance

For assistance with questions, post reports, or reimbursements, please meet with:

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or attend SOFA Office Hours!