

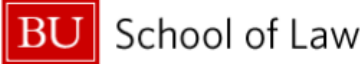
Student Advisor Program Reimbursement Instructions

Part 1: Associate your account

You only need to complete Part 1 once for the entire year.

1. Create an account on the SGA Website
(If you already have an account, please skip to step 2.)

Go to http://sgalaw.bu.edu/user_registration.php to create a new account. The secret code is 'sga1234'. It will take 24-48 hours to confirm your affiliation with BU Law and activate your account.


Student Government Association


Home Events ▾ Monday Morning E-mail ▾ Organizations ▾ SGA ▾ Admin ▾

User Registration

Please complete the form below to request access to the secure areas of this website. Once your affiliation with BU Law is confirmed, you will receive an e-mail that your account is now active. The process typically takes 24-48 hours.

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*E-mail Address (BU):	<input type="text"/> @bu.edu
E-mail Address (Preferred):	<input type="text"/>
*BU Law Affiliation:	<input type="text"/>
*Username:	<input type="text"/>
*Password:	<input type="password"/>
*Confirm Password:	<input type="password"/>
*Enter Secret Code:	<input type="text"/>

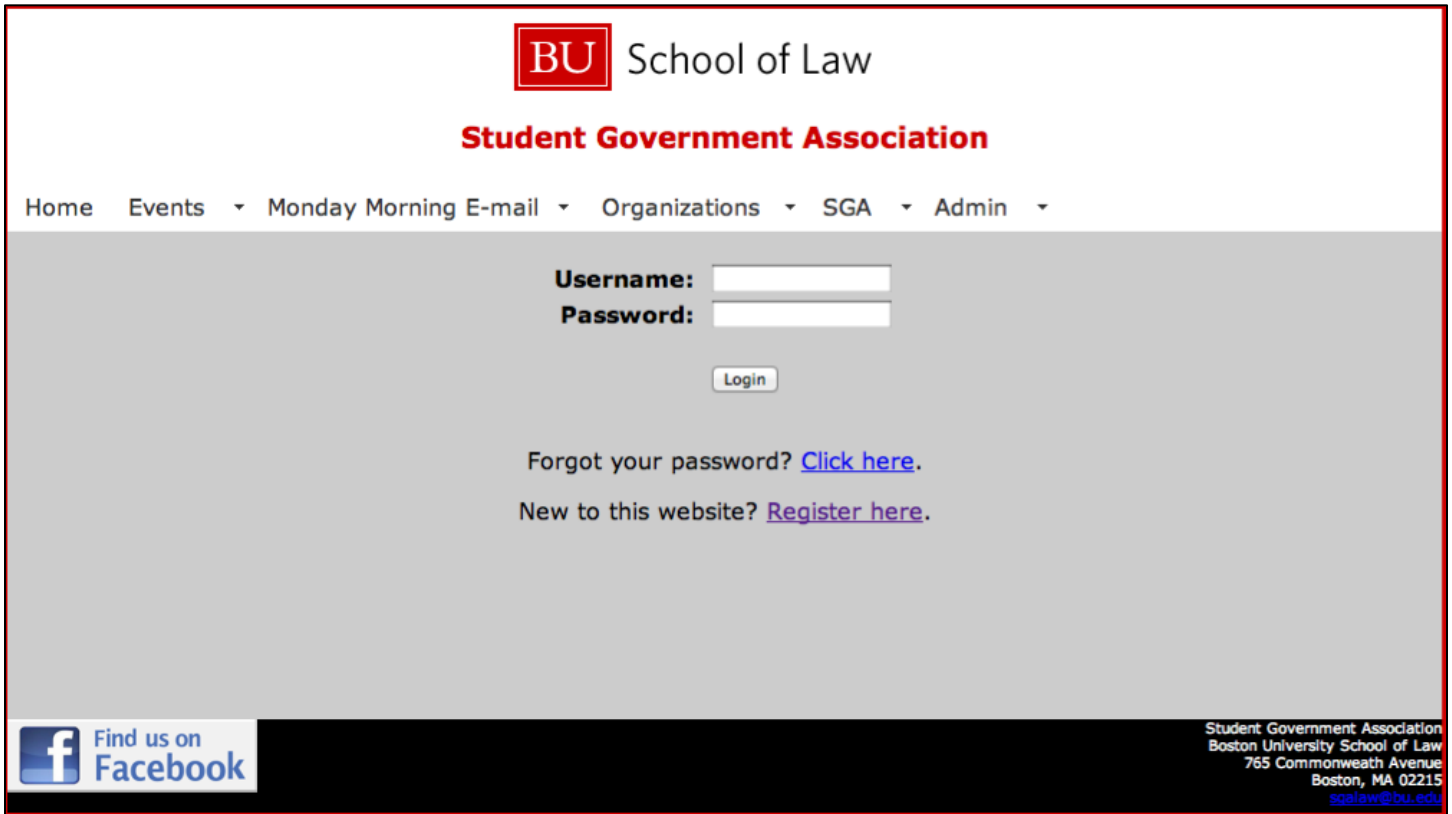
(See the Monday Morning E-mail)

 Find us on
Facebook

Student Government Association
Boston University School of Law
765 Commonwealth Avenue
Boston, MA 02215

2. Login to the website.

Go to <http://sgalaw.bu.edu/login.php> and enter your username and password.



The screenshot shows the login page for the Student Government Association at Boston University School of Law. At the top, there is the BU School of Law logo and the text "Student Government Association". Below this is a navigation menu with links for Home, Events, Monday Morning E-mail, Organizations, SGA, and Admin. The main content area features a login form with fields for "Username:" and "Password:", a "Login" button, and links for "Forgot your password? Click here." and "New to this website? Register here.". At the bottom left, there is a Facebook link, and at the bottom right, there is contact information for the Student Government Association, including the address "765 Commonwealth Avenue, Boston, MA 02215" and the email "sgalaw@bu.edu".

3. Associate your account with your Student Advisor Program (“SAP”) group.

After you login, you’ll arrive at your dashboard. There will be no link to associate your SAP group. Please copy and paste the following link in your browser window:
<http://sgalaw.bu.edu/sap/associate.php?code=sap>

4. Select your name from the dropdown box provided and click submit.

The screenshot shows the website for the Student Government Association at Boston University School of Law. At the top, there is a navigation menu with links for Home, Events, Monday Morning E-mail, Organizations, SGA, and Admin. The main heading is "Student Advisor Program". Below the heading, there is a paragraph of text: "Now that you're signed in, all you have to do is select your name from the list below and click submit. The list is in alphabetical order by first name. If you somehow manage to select the wrong name or you don't see your name in error, please [email](#) me." Below this text is a dropdown menu with a "Submit" button. At the bottom left, there is a Facebook logo with the text "Find us on Facebook". At the bottom right, there is contact information for the Student Government Association, including the address "Boston University School of Law, 765 Commonwealth Avenue, Boston, MA 02215" and the email address "sgalaw@bu.edu".

Part 2: Request a reimbursement

Do Part 2 each time you need to request a reimbursement

1. Login (see Part 1: Step 2 above)
2. From your Dashboard, click on the link labeled SAP Reimbursement Request
3. Check of the name of each advisor and advisee who attended the event for which you are requesting a reimbursement. Be sure to include yourself if appropriate.

Enter the amount of the requested reimbursement in the box provided.

Upload a copy of your **itemized receipt** in PDF. You can use the scanners in the main library. If you paid with a credit card and added tip on the credit card receipt, please include a copy of both the itemized receipt and the credit card receipt in one PDF file. Keep the original copy of your receipt until you receive your reimbursement.

Only the names of the advisors and advisees for which a reimbursement has not been claimed will be listed.

Student Government Association

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Student Advisor Program Reimbursement Request


Person to be reimbursed: Joshua Stafman

Who was there?

- Matthew Kugizaki
- Chloe Major
- Joshua Stafman
- Jessica Bettencourt
- Michael Cannella
- Devin Conway

Amount Requested: \$

Receipt (PDF): no file selected

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Student Government Association
Boston University School of Law

4. Once your reimbursement request has been reviewed and approved, you will receive a notification e-mail.
5. Pickup your completed small dollar reimbursement form from the SGA office.
6. Bring the small dollar reimbursement form, along with the original copy of your itemized receipt to the Student Activities Office. You receive a cash reimbursement.