

STUDENT ORGANIZATION REIMBURSEMENT FORM

Student Name: _____ Date: _____

Student Organization: _____

No abbreviations or acronyms.

The above named organization or individual hereby requests reimbursement for the following:

Event/Activity: _____

Event Date(s): _____ Event Location: _____

Number in Attendance: _____

List each person's name if less than 10 people attended this event or activity.

List any student organizations or individuals that may have co-sponsored this event:

What were the funds used for? _____

If there is more than one transaction or receipt being submitted for reimbursement, please also submit an itemized expense report.

Attached are the original receipts which total: \$ _____

How much of this cost is being reimbursed? \$ _____

Student reimbursements over \$300 (including taxes) take longer to process. If you anticipate a reimbursement will be over \$300, please consider splitting up the expenses between multiple students or requesting a credit card payment two weeks in advance.

How is this reimbursement being funded? Please list the amount of money being funded from each.

Each student organization receives \$500 per year in SBA funds. Leftover SBA funds do not roll over to the next year. For additional funds, a student organization can either collect dues or fundraise but a discretionary account must be set up in advance.

SBA Funds: \$ _____ Discretionary Funds: \$ _____

Payee Information:

Name (Last, First, MI): _____ Phone: _____

Campus-Wide ID #: _____ Email: _____

What mailing address should the check be sent to if a petty cash reimbursement is not possible?

Please sign and submit to the student life office for approval:

The above organization or individual recognizes that reimbursement will only be processed when original receipts have been provided and the event and expenditures have been pre-approved by SBA and the student organization officers. Furthermore, no reimbursement has been requested for expenditures already paid for by another source.

Student Org President/Treasurer Date SBA President/Treasurer Signature Date