

# Student Life

## Student & Organization Reimbursement Form

Please completely and legibly fill out the form.  
Completed forms should be turned into the Student Life Center **within 2 business days of purchase.**

Printed Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Mailing Address (City, State, Zip) \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Organization \_\_\_\_\_

Purpose of Reimbursement \_\_\_\_\_

What account are you billing? **Annual / Agency / Unity or One-Time-Funding**

**\*Note\*** Unity & One-Time-Funding are appointed funds from governing organizations on campus. You must be approved to receive!

**UNITY & OTF Only:** Approved date \_\_\_\_\_ Approved \$\$\$ Amount \_\_\_\_\_

Name of Event/Activity \_\_\_\_\_

Date & Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Total Reimbursement Request \_\_\_\_\_ How would you like your Reimbursement? E-Check or Mailed \_\_\_\_\_

Checklist must be completed before your reimbursement is processed. Mark NA for items that do not apply to your reimbursement.  
Please attach everything to this form with a paperclip.

- Original itemized, detailed receipt(s) – Receipt includes a list of all purchased items and their cost
- Copy of publicity (flyer, screenshot, etc.)
- List of the names of those who were in attendance (on sperate sheet)
- Completed gift prize or award form(s)
- \*Please Note\***  
Tangible gifts that value \$75 or more require a **Gift Prize or Award Form** for each individual receiving items  
Gift cards are NO LONGER accepted in accordance to university policy
- Signed Sodexo waiver (if outside food totals over \$60 for on-campus events)
- If traveling, a copy of map to destination indicating total mileage

*I understand **sales tax is not reimbursed** in accordance with university policy. I understand tips are reimbursed for no more than 18% of the meal cost. All reimbursements must comply with university accounting policies, found on the Business and Finance webpage. By signing, I acknowledge the monies spent were for university use.*



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date