

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 _____

Annual/Agency Account or One-Time-Funding _____

Name of Event/Activity _____

Date & Time of Event _____

Location of Event _____

Total Reimbursement Request _____

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

Any tangible gift(s) that total \$75 or more require **Gift Prize or Award Form(s)** for each individual receiving gifts
All gift cards/certificates no matter the \$\$ amount require **Gift Prize or Award Form(s)**

Signed Sodexo waiver (if outside food totals over \$60)

If traveling, a copy of map to destination indicating total mileage – you will need to return to SLC to sign paperwork prior to submission

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.