

Student Life

Student Organization Reimbursement Form

Please completely and legibly fill out the form.
Completed forms should be turned into Student Life **within seven (7) 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.

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Original itemized, detailed receipt(s) – Receipt includes a list of all purchased items and their cost

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Copy of publicity (flyer, screenshot, etc.)

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List of the names of those who were in attendance (on sperate sheet)

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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)**

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

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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.