

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 _____

Banned ID Number _____

Mailing Address _____

Phone Number _____

Email Address _____

Organization _____

Purpose of Reimbursement _____

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
- Completed gift card form for any gift cards or any prizes valued over \$25
- Signed Sodexo waiver
- 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.

Signature

Date