

Reimbursement Request for Sponsored Student Activities

Date Submitted: _____

Requestor/Payee NAME: _____

SSN: _____

Non-US Citizens only, Visa status: _____

Phone: _____

Email: _____

Address: _____

(check will be mailed here) _____

Name of Student Organization: _____

Date of Event: _____

Event Location: _____

Number of Participants: _____

Name/Purpose of Event: _____

ALL receipts are due within three (3) working days of the event and must only reflect purchases DIRECTLY RELATED to the event (no personal purchases on the same receipt). We can only reimburse for approved expenses as listed on sponsorship application, and only up to the amount approved.

Attach approved sponsorship form, attendee list, and any additional receipt pages to this form with a paper/binder clip. NO STAPLES PLEASE.

Tape Receipt Here
(do not tape over any text on receipt, tape additional receipts flat on a separate sheet of paper)