

Request for Reimbursement

- No alcohol can be purchased
- No juices or anything that can be considered a mixer (soda is okay)
- Keep all original receipts (digital receipts must show purchasers name and payment method along with a \$0 balance)
- All receipts should be itemized to show exactly what was purchased
- Sometimes a credit card statement proving payment can be requested
- A W9 could be required to create a profile in our accounting system
- When requesting reimbursement from an event, a list of attendees is required

Name: _____ Class: _____

Address for check to be sent: _____

Date item was purchased: _____ Amount Requested: _____

If applicable date the subscription starts: _____ Date subscription ends: _____

What was purchased: _____

Why was it purchased: _____

Office Use:

- Submitted within 4 weeks
- All receipts submitted and show all required information
- IDF Completed
- IDF Signed by student
- IDF submitted
- Other Forms Required
 - Entertainment Expense Form
 - Special Events Form

Delegate Approval: _____ Date: _____