



Accounting and Finance Endowment Fund (AFEF)

Reimbursement Checklist

Please note that all reimbursement claims must be **submitted within one month** of the event.

Before submitting your reimbursement request, please ensure that the following items are included in a large envelope:

- ☐ AFEF Payment Requisition Form
- ☐ Itemized physical receipts and invoices/contracts (if applicable to the event)
- ☐ Provide a 100-250 word report on how AFEF's funding directly helped the initiative
- ☐ Provide photos, screenshots, brochures, or flyers showing how AFEF is being promoted at your event
- ☐ Other:

By signing below, you understand that all the above checked off items (applicable to your event) must be met in order to be reimbursed and understand that any expenses submitted can be denied if AFEF deems it to not meet its educational mandate

Activity/Club Association: _____

Name: _____

Signature: _____

Date: _____