Club Reimbursement Form

Instructions: Use one form for each event. Attach the original receipts along with a copy of each receipt (so that GSA will have two copies). Keep a third copy for your record. Clubs must submit this form along with an event Highlander Hub link to the Vice President of GSA for approval (place in a sealed envelope addressed “GSA VP” and submit to the Campus Center Front desk).

|  |  |  |
| --- | --- | --- |
| Name: <Full Name> | Event: <Name of Event> | Club: <Club Name> |
| Student ID: <Student ID> | Event Date: <Event Date> | Date Today: <Today's Date> |
| Address: Street Address  City, State Zip | Email: <email address> | Phone: <phone number> |

# Itemized Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Item | Cost | Remarks |
| <Date> | Item Description | $Amount |  |
| <Date> | Item Description | $Amount |  |
| <Date> | Item Description | $Amount |  |
| <Date> | Item Description | $Amount |  |
| <Date> | Item Description | $Amount |  |
| <Date> | Item Description | $Amount |  |
| <Date> | Item Description | $Amount |  |
| <Date> | Item Description | $Amount |  |
| <Date> | Item Description | $Amount |  |
|  | Total | $Total |  |

I certify that the expenses listed above were actually incurred and necessary to fulfill the mission of the University.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

#### **For Internal Use Only**

Primary Approval (GSA VP) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Approval (GSA Treasurer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requisition Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purchase Order Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_