

STUDENT ORGANIZATION
\$ Reimbursement Request \$

Name of person getting reimbursed: _____

ID # if person getting reimbursed: _____

SPC # or Address of person getting reimbursed: _____

Cell #: _____

Name of Student Organization: _____

Today's Date: _____ Amount of reimbursement \$ _____

Event or activity – Please describe briefly how the money was spent:

Financial Designee's name (please print): _____

Financial Designee's signature: _____

Source of Reimbursement (Check only ONE):

- LUCC funding reimbursement:
 - Costs associated with social, recreational, or educational events open to campus that uphold the mission or purpose of the organization
 - Speakers' fees, equipment rental, DJs, bands, advertising, decorations, clean-up costs, ect.
 - Office supplies, conferences, conventions, and other expenses falling under the LUCC allocation during the budget process.

- Fundraising reimbursement:
 - Food costs associated with pizza nights, ice cream socials, ect.
 - Other expenses not allocated by LUCC (please refer to your organization's budget).

Please return this form to the Campus Life offices in the Warch Campus Center, with **ITEMIZED** receipts attached. You will receive an e-mail when your disbursement form is ready to be picked up. You will then need to take the form to the Cashier, located on 1st floor of Brokaw Hall, with your student ID for reimbursement. Anything over \$50.00 will be reimbursed via check.