

INSTRUCTIONS:

1. Complete the **Application** section.
2. Complete either the **Entertainment, Travel** or **General Reimbursement Request** section. If you are unsure which section to complete, refer to the Student Organization Handbook.
3. Attach an **itemized receipt, guest list, mileage map** and additional approval.
4. **Submit** the completed and **signed hardcopy** form with attachments to Student Services in 280 Simon Hall.

**Approved applications will be forwarded to the Business Services office for payment processing. This process can take up to 14 days.*

APPLICATION – Required for <u>all</u> Reimbursements			
From whom are you requesting funds – check one:	<input type="checkbox"/> Student Services		
	<input type="checkbox"/> Alumni Student Group Funds <i>(requires pre-approval signature by group president or treasurer)</i>	Pre-approval name/title: _____ Pre-approval signature: _____	
Name of student/organization:			
Amount requested:			
Requested by:		Date:	
Requester's Email:		SID:	

TRAVEL – Complete this section if you are requesting reimbursement for expenses related to travel, including parking and tolls for local trips.			
<i>*This type of reimbursement requires you attach: an itemized receipt for any tickets purchased detailing the purchase, and a map for mileage claimed. If you are using Student Services funds, attach your <u>preapproved Student Fund Application</u> (this may be in the Student Services Office).</i>			
Trip destination:		Trip dates:	
Trip purpose: <i>You may leave this field blank if you attach a flyer, agenda, or similar item that describes the event or activities of your trip.</i>			
For mileage, provide car license plate number:		State issuing plate:	
Traveler's certification statement:			
<i>I certify that the above is true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75.00 or more, as required by University policy.</i>			
Traveler's name:		Email:	
Signature		SID:	

GENERAL – Complete this section if you are requesting reimbursement for supplies, printing/photocopying, or other non-travel, non-entertainment purchases.

**This type of reimbursement requires you attach: an itemized receipt from the purchaser detailing the purchase.*

What was purchased:			
Business purpose: <i>You may leave the purpose field blank if you attach a flyer, invitation, agenda or similar item describing your event.</i>			
Purchaser's certification statement:			
<i>I certify that the information herein is a true statement of the expenses incurred by me, that such general expenses were incurred for official University business purposes, and that I have submitted original receipts for all expenses, as required by University policy.</i>			
Purchaser's name:		Email:	
Signature:		SID:	

ENTERTAINMENT – Complete this section if you are requesting funds for catering, restaurant food, and/or groceries.

**This type of reimbursement requires you attach: an itemized receipt, a guest list from the purchaser detailing the purchases.*

Event name:			
Business purpose: <i>You may leave the purpose field blank if you attach a flyer, invitation, agenda or similar item describing your event.</i>			
Check one:	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner <input type="checkbox"/> Light refreshments
Event date:		Number of guests:	
Guest list:	<input type="checkbox"/> Open to all law students	<input type="checkbox"/> List attached	
Event location:	<input type="checkbox"/> Campus	<input type="checkbox"/> City of Berkeley	<input type="checkbox"/> Other:
Purchaser's certification statement:			
<i>I certify that the information herein is a true statement of the expenses incurred by me, that such general expenses were incurred for official University business purposes, and that I have submitted original receipts for all expenses, as required by University policy.</i>			
Purchaser's name:		Email:	
Signature:		SID:	

APPROVAL *(Office of Student Services Use Only)*

<input type="checkbox"/> Student Services	<input type="checkbox"/> Alumni Student Group Funds
Amount approved:	
Approved by <i>(print name)</i> :	
Signature:	
Chartstring:	