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 all Reimbursements

From whom are you requesting funds – check one:
- [ ] Student Services
- [ ] Alumni Student Group Funds (requires pre-approval signature by group president or treasurer)

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.
*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 preapproved Student Fund Application (this may be in the Student Services Office).

Trip destination:

Trip dates:

Trip purpose:
You may leave this field blank if you attach a flyer, agenda, or similar item that describes the event or activities of your trip.

For mileage, provide car license plate number: State issuing plate:

Traveler’s certification statement:
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.

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.*

<table>
<thead>
<tr>
<th>What was purchased:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business purpose:</td>
<td></td>
</tr>
<tr>
<td>You may leave the purpose field blank if you attach a flyer, invitation, agenda or similar item describing your event.</td>
<td></td>
</tr>
</tbody>
</table>

**Purchaser’s certification statement:**

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.

<table>
<thead>
<tr>
<th>Purchaser’s name:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>SID:</td>
</tr>
</tbody>
</table>

**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.*

<table>
<thead>
<tr>
<th>Event name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business purpose:</td>
<td></td>
</tr>
<tr>
<td>You may leave the purpose field blank if you attach a flyer, invitation, agenda or similar item describing your event.</td>
<td></td>
</tr>
</tbody>
</table>

**Check one:**

- Breakfast
- Lunch
- Dinner
- Light refreshments

<table>
<thead>
<tr>
<th>Event date:</th>
<th>Number of guests:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Guest list:</th>
<th></th>
</tr>
</thead>
</table>
| Open to all law students
- List attached |  |

<table>
<thead>
<tr>
<th>Event location:</th>
<th></th>
</tr>
</thead>
</table>
| Campus
- City of Berkeley
- Other: |  |

**Purchaser’s certification statement:**

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.

<table>
<thead>
<tr>
<th>Purchaser’s name:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>SID:</td>
</tr>
</tbody>
</table>

**APPROVAL** (Office of Student Services Use Only)

- Student Services
- Alumni Student Group Funds

<table>
<thead>
<tr>
<th>Amount approved:</th>
<th></th>
</tr>
</thead>
</table>

Approved by *(print name)*:

Signature:  

Chartstring:  

Please submit form and all attachments to 280 Simon Hall.  
This form is available in electronic format on the Student Services website. Rev. 9/2018