



Student Reimbursement Request

Please follow the directions and supply all the documentation. Failure to properly submit information or documentation will slow the process. If you have any questions, in Kenmore please ask the SRC for assistance, in San Diego, please ask Student Services for assistance.

1. Complete the Travel and Expense Reimbursement Form on the reverse side of these instructions.
2. Attach receipts for the full amount you are requesting.
3. Receipts must be detailed to show each item, you may not turn in a total only receipt.
4. Receipts must be turned in during the same quarter as the expense, and may be no older than 60 days.
5. No expenditures for alcohol will be reimbursed without prior approval from the Vice President for Student Affairs. Approval email must be attached.
6. For all Student Council and Venture Grant reimbursements, attach a copy of the authorizing letter or email you received along with your receipts.
7. For all Student Village activity or meal reimbursements, attach a list of participants.
8. Complete the information below.
9. Return the completed form and all supporting documentation to the SRC in Kenmore or to Student Services in San Diego.

Requesting funds from:

- Student Council/Club Activity
- Student Village – Hall _____
- Venture Grant
- DC Fly
- Other, please explain: _____

Campus

- Kenmore
- San Diego

Name of requester: _____

Date: _____

Email address: _____

Phone: _____

Signature: _____

