

# REQUEST FOR ENTERTAINMENT REIMBURSEMENT

1. Complete form. All spaces must be filled.
2. Attach documentation:
  - a. original, itemized receipts showing proof of payment
  - b. attendee list
  - c. meeting agenda (if applicable)
3. Have form signed by your organization advisor.
4. Submit form to the Financial Request Box at the back desk of the Student Organization Center (SOC).

**Check disposition instructions:**

- Hold for pickup in SOC
- Mail to recipient

Date \_\_\_\_\_

Organization \_\_\_\_\_

Amount to be Reimbursed \_\_\_\_\_

1st Account & Natural Account \_\_\_\_\_ / \_\_\_\_\_ Amount \_\_\_\_\_

2nd Account & Natural Account \_\_\_\_\_ / \_\_\_\_\_ Amount \_\_\_\_\_

**FOR REIMBURSEMENT**

Person to be Reimbursed \_\_\_\_\_

TU ID # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**NAME OF EVENT, DATE, LOCATION AND DESCRIPTION OF EXPENSE**

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

Requested by \_\_\_\_\_  
*Name Phone Number Email*

Approved by \_\_\_\_\_  
*Student Organization Advisor signature*

**For Office Use Only**

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Number \_\_\_\_\_