

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 09-05-19

Organization Underwater Basket Weaving Department

Amount to be Reimbursed \$1.00

1st Account & Natural Account _____ / _____ Amount _____

2nd Account & Natural Account _____ / _____ Amount _____

FOR REIMBURSEMENT

Person to be Reimbursed Jane Doe

TU ID # 123456789

Address 1 Tulane Drive

City/State/Zip New Orleans, LA 70118

NAME OF EVENT, DATE, LOCATION AND DESCRIPTION OF EXPENSE

Name: Underwater Basket Weaving Departmental Meeting

Date: 09-05-19

Location: 500 LBC

Description of Expense: Pizza and soda

Requested by Jane Doe 123-456-7890 jdoe1000@tulane.edu
Name Phone Number Email

Approved by DO NOT WRITE ON THIS LINE (Jennifer and Mike sign here)
Student Organization Advisor signature

For Office Use Only

Processed by _____ Date _____ Number _____