

# Student Reimbursement Form

**Original and itemized** receipts are required for all reimbursements  
 Attach approval e-mail if requesting reimbursement for personalized (logo) t-shirts, mugs, etc.  
 Payee will receive an email when the direct deposit has been processed or when your check is ready  
 Direct deposits will post to your personal bank account in approximately one week  
 Reimbursement requests should be submitted within 10 days of the purchase; travel reimbursements within 30 days of travel or by June 15<sup>th</sup>

**Class/Club Name:**  **Fund #**

**Pay OR Transfer to:**

**Fund # (Required if requesting a transfer):**

**Address**

**City**  **State**  **Zip Code**

**Telephone**  **Student ID# @**  (Required if funds are payable to a student)

Please process my reimbursement as:  Direct Deposit (Preferred) OR  Check  Mail Check to Payee (address must be provided)  
 Return Check to University Student Affairs (California)  
 Return check to COMP-NW Student Affairs (Oregon)

Description of Purchase/Reason for Transfer	Amount

**Total to be reimbursed if different from total spent:**

**Signatures**

I hereby certify that the above goods, services or expenses have been received, rendered or incurred to my satisfaction. Invoice(s) and/or itemized original receipt(s) are attached.

\_\_\_\_\_  
 Club/Class President or Off-Campus Class Rep 1 Print Name Date

\_\_\_\_\_  
 Club/Class Treasurer or Off-Campus Class Rep 2 Print Name Date

Submit this completed form and receipts to the Office of University Student Affairs (USA) in SSC, Room 101, or to COMP-Northwest Student Affairs.

	4099	70850	40	\$		
Pay/Transfer from Account Number	Fund	Org	Account	Program	Prior Account Balance	Date
	4099	70899	40			
Transfer to Account Number	Fund	Org	Account	Program		
Signature of USA/COMP-Northwest Student Affairs Representative				Date		<b>Travel Only:</b> Date Student Travel Notification Form Approved