**Reimbursement Request**

|  |  |
| --- | --- |
| Organization name |  |
| Student name |  |
| Student UNID# |  |
| Student phone number |  |
| Student email address |  |
| Student address |  |
| Amount charged |  |
| Reimbursement amount |  |
| Date of Charge |  |
| Date of Submission |  |
| Description of charge: what was purchased for what reason  for which event how many  other relevant details |  |

Submission Instructions:

1. Fill out this form completely

2. Print out copy of the form

3. Attach the receipt to this form and deliver it to Katie Evans at the Lassonde house (second floor, South West corner)

4. Once the University paperwork is complete, return to Keri and sign the authorization form, then just wait for the check to arrive.

5. Contact Katie at [Katie.evans@utah.edu](mailto:Katie.evans@utah.edu) with any questions.