

Student Reimbursement Form

Complete and return to SAS (A37 for Clubs or A32 for ELC reimbursements)

* Before you buy anything for your Club be sure to have it approved by the Budget Officer!

PLEASE INCLUDE ORIGINAL RECEIPTS WITH FORM

General Information

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| Name <i>(Write down your full legal name – no nicknames).</i> | |
| Address <i>(Write down where you live and get your mail. Checks will be sent here. Please note that checks cannot be put in your SOM mailbox.)</i> | |
| Phone Number <i>(Write down where you can be reached – if your cell is best, write down that number.)</i> | |
| Are you or have you ever been a Yale employee? (TA, SYA, Student Host, etc.) <i>(You are an employee if you went to the business office and filled out forms to have your money sent to you in a check or direct deposit, or if you worked at Yale in the past.)</i> | |
| If reimbursement is between \$80 and \$200, would you be willing to walk to the Treasury Office (2 Whitney Grove) for faster payment? <i>(You need to be a U.S. Citizen or Permanent Resident to use this option.)</i> | |
| Is this for the Enterprise Learning Credit? <i>(The Enterprise Learning Credit is the \$150 you receive each year. To learn more about the ELC visit, http://www.som.yale.edu/students/activities/enterpriselearningcredits.asp)</i> | |
| If a Club will be reimbursing you, which one? <i>(For which Club did you buy these items?)</i> | |
| * Club Budget Officer's signature of approval | |

Expense 1

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|---|--|
| Business Purpose (Should answer the who/what/when/where/why with emphasis on the why) <i>(Reminder: If these are gifts: for whom and at what company do these individuals work? Gifts can only be purchased for people outside of Yale University – no gifts for faculty or staff.)</i> | Who What When Where Why * |
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|---|---------------------------------------|
| Expense Description (Should answer the who/what/when/where/why with emphasis on the what) (Use mapquest to support mileage reimbursement request: http://www.mapquest.com/) (Exactly what did you buy? Provide a mapquest.com to support any mileage you want reimbursed – and Conference agenda if this is a Conference related item.) | Who What * When Where Why |
| Dates of Travel (Write down the dates of event, or conference.) | |
| If expense was a Meal, list attendees (You may attach a list, or simply give the name of the group if there were over 10 attendees. If less than 10 people went – write out everyone’s name.) | |
| Total Amount for Reimbursement | |
| If alcohol was purchased, specify the amount spent on alcohol. (Yale U. just needs to break out the alcohol from food. You’ll still get reimbursed.) | |

Expense 2 (if applicable)

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|---|---------------------------------------|
| Business Purpose (Should answer the who/what/when/where/why with emphasis on the why) (Reminder: If these are gifts: for whom and at what company do these individuals work? Gifts can only be purchased for people outside of Yale University – no gifts for faculty or staff.) | Who What When Where Why * |
| Expense Description (Should answer the who/what/when/where/why with emphasis on the what) (Use mapquest to support mileage reimbursement request: http://www.mapquest.com/) (Exactly what did you buy? Provide a mapquest.com to support any mileage you want reimbursed – and Conference agenda if this is a Conference related item.) | Who What * When Where Why |
| Dates of Travel (Write down the dates of event, or conference.) | |
| If expense was a Meal, list attendees (You may attach a list, or simply give the name of the group if there were over 10 attendees. If less than 10 people went – write out everyone’s name.) | |
| Total Amount for Reimbursement | |
| If alcohol was purchased, specify the amount spent on alcohol. (Yale U. just needs to break out the alcohol from food. You’ll still get reimbursed.) | |

YOU MUST INCLUDE ORIGINAL ITEMIZED RECEIPTS (Clearly stating: business name/address, date and itemized amount) WITH FORM AND HAVE BUDGET OFFICER SIGN OFF BEFORE SUBMITTING THIS REIMBURSEMENT FORM