

Student Reimbursement Form for ELC

Complete and return to OSA (A37)

***TAPE ORIGINAL RECEIPTS TO ANOTHER SHEET OF PAPER
OR STAPLE PRINTOUT RECEIPTS TO THIS FORM***

General Information

Name	
Class Year	
Address (Checks will be sent here.)	
Phone Number	
Do you currently or have you ever received a Yale paycheck? (TA, SYA, Student Host, etc)	
Are you a US Citizen?	
If reimbursement is between \$80 and \$200, would you be willing to walk to the Treasury Office (2 Whitney Grove) for faster payment?	

Expense 1

Business Purpose (For what event or purpose was this expense?)	
Expense Description (For mileage include total miles traveled and start and end locations)	
Dates of Travel, if relevant	
Total Amount for Reimbursement	

Expense 2 (if applicable)

Business Purpose (For what event or purpose was this expense?)	
Expense Description (For mileage include total miles traveled and start and end locations)	
Dates of Travel, if relevant	
Total Amount for Reimbursement	

Examples of Activities Funded through ELC

- Travel expenses related to a club-sponsored or international study trip
- Travel expenses to attend a professional conference or case competition off-campus
- Registration fee for an on-campus conference
- CDO-sponsored job treks

Examples of Activities Not Funded through ELC

- Expenses for meals of any kind
- Professional licensing exams (CFA, Real Estate, etc)
- Sports competitions
- Travel to a job interview
- Vacation, holiday or tourist travel