

**Lewis & Clark College**  
**Office of Student Engagement**

**Student Organization Expense Reimbursement Form**

For Student and Departmental Account Services Use *ONLY*:

AMOUNT

REPRESENTATIVE'S INITIALS

RECIPIENT'S SIGNATURE

Date \_\_\_\_\_

- Please make sure that your student organization's Finance Contact reviews and signs off on the form before submitting to the Office of Student Engagement for approval by the ASB Treasurer and the Director of Student Engagement.
  - In addition to a detailed receipt, under the purpose of reimbursement you **must** include a complete description of why the expenditure was incurred on behalf of your student organization. Also, on the back of this form, you must include the number of and names of attendees at your event (a sign-in sheet is acceptable). • Drivers (who are cleared to drive by the College) will be reimbursed based on mileage. Mileage reimbursement descriptions should include, location of origination, destination, and calculated mileage distance as well as the date and purpose of the related trip. Mileage reimbursements are based on the IRS published mileage rate. Please use the back of this form if necessary. A driver expense reimbursement worksheet can be found here: [https://college.lclark.edu/student\\_life/engagement/organizations/useful-student-organization-resources/](https://college.lclark.edu/student_life/engagement/organizations/useful-student-organization-resources/)
  - Reimbursement request must be submitted within sixty (60) days of incurring the expense.
  - Reimbursement checks (over \$50) will be available for pick up from Student and Departmental Account Services on Friday afternoons after 1pm. • E-Check reimbursements will be deposited to the bank account you have recorded on WebAdvisor.
  - Do not sign any performer contracts! All contracts must be reviewed, approved, and signed by the Director of Student Engagement.
  - Payments to independent contractors (i.e. honoraria, payments to individuals for services, performers, etc.) require a signed IRS Form W-9 and the appropriate contract, performance agreement, or invoice must be submitted with this request. The Office of Student Engagement is available to assist you with this. • Please consult Student Engagement to arrange payments to students who perform or provide a service.
  - The student organization reimbursable expense policy and procedure can be found here: [https://college.lclark.edu/student\\_life/engagement/organizations/purchases-reimbursable-expense-policy/](https://college.lclark.edu/student_life/engagement/organizations/purchases-reimbursable-expense-policy/)
- Remember, reimbursement payments **will not** be issued unless all **original itemized** receipts, invoices, or other supporting documents are attached.

Payee (person getting reimbursed or paid) L&C ID Number \_\_\_\_\_ (only for L&C Students, Faculty, or Staff)

Payee Name (person getting reimbursed or paid) \_\_\_\_\_

Address \_\_\_\_\_

Purpose of Reimbursement \_\_\_\_\_

Amount \$ \_\_\_\_\_

Organization Name \_\_\_\_\_

**CERTIFICATION OF PAYEE (person getting reimbursed or paid) - REQUIRED ONLY FOR REIMBURSEMENTS OR PAYMENTS FOR L&C STUDENTS, FACULTY, OR STAFF:**

*I hereby certify that all expenses on this reimbursement request were incurred for approved Lewis & Clark student organization purposes and have not been previously submitted. All expenditures were made in accordance with ASB, Student Engagement, and College policies.*

Certification Signature \_\_\_\_\_

**Authorizing Signatures**

Organization Finance Contact \_\_\_\_\_

ASB Treasurer \_\_\_\_\_

Director of Student Engagement \_\_\_\_\_

**Account Numbers**

300 - \_ \_ \_ - 2190

Debit \$ \_\_\_\_\_

300 - \_ \_ \_ - 2190

Debit \$ \_\_\_\_\_ (if multiple accounts are to be charged)

**Payment Method (select one)**

*Approved reimbursements equal to or less than \$50 will be given back to you to exchange for cash at Student and Departmental Account Services.*

- Cash\*** for reimbursements equal to or less than \$50 (you will be contacted to pick up the approved request back)
- E-Check** bank information must be recorded on WebAdvisor for this option
- Mail to Above** off-campus address only for independent contractors and vendors
- Pick up check\***      **Phone Number** \_\_\_\_\_      **Email** \_\_\_\_\_

\* Both cash and student check pick up are at Student and Departmental Account Services.

For Business Office Use *ONLY*:

BY VOUCHER DATE VOUCHER NUMBER