

SBA Student Reimbursement  
fill out entire sheet completely

Student/Company to be reimbursed: \_\_\_\_\_ Student Group: \_\_\_\_\_

I hereby certify that all expenses on this report were incurred for LC business purposes & conform to the LC travel & entertainment policy.

Signature: \_\_\_\_\_ Group Treasurer Initial: \_\_\_\_\_

Student ID: \_\_\_\_\_ SBA Treasurer Initial: \_\_\_\_\_

Receipt date:	Description/Purpose:	Where:	Amount:	Account #:
Total Amount Requested:				

Instructions:

- 1) Fill out form according to request. If student is seeking reimbursement, then ENTIRE sheet must be completed!
- 2) **Original receipts must be attached .**
- 3) Turn in to SBA treasurer or SBA Office **by 12pm on Tuesday** to receive a check on the following Friday.

\* Treasurer to complete this part.