

Lewis & Clark Law School

SBA Student Reimbursement
fill out entire sheet completely

SBA Check Request (for invoices)

Student/Company to be reimbursed: _____
print

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:				

** Treasurer to complete this part.*

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.