



Lewis & Clark Law School SBA

SBA Student Reimbursement
fill out entire sheet completely

SBA Check Request (for invoices)
fill out gray areas completely

Person to be reimbursed: _____

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

Signature: _____

Student ID: _____ Box #: _____

Student Group: _____

Group Treasurer Initial: _____

SBA Treasurer Initial: _____

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

**Treasurer may 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** with 2 copies of receipts to this sheet.
- 3) Turn in to SBA treasurer (Box 5223 or SBA Office) **by 12 PM on Wednesday** to receive a check on the following Friday.



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