



Request For Reimbursement

For Approved Use of Student Government Funds

*Student Government funds may not be used unless a Request to Use Student Government Funds (Encumbrance) form has been fully signed and is on file with Auxiliary Enterprises. For reimbursement of approved expenses, submit this form **with your original receipts** to AE **within thirty (30) days following the expenditure/event**. It is recommended that you hand deliver this paperwork to Auxiliary Enterprises at 1832 West Road.*

REQUEST FOR REIMBURSEMENT	
Name and address of person to be reimbursed:	
If this reimbursement is related to a school-specific organization, please list the school:	
Expense description/purpose: Event/Purpose: Date of event: Number of people in attendance:	
Requested amount to be reimbursed:	If final Request for Reimbursement for this event please initial by President or Treasurer: (Note: No other receipts will be accepted once initialed.)
I certify that I incurred these expenses for this approved student event.	
Signature:	Date:
APPROVAL – STUDENT ORGANIZATION (President/Treasurer)	
Signature:	Date:
Printed Name, Title:	
APPROVAL – SCHOOL (Dean or Designee) * Not required for SIC*	
Signature:	Date:
Printed Name, Title:	
APPROVAL – UTHEALTH / AUXILIARY ENTERPRISES	
Signature:	Date:
Auxiliary Enterprises	