

Student Organization Reimbursement Request Form

Reimbursement payments will not be issued unless ALL fields are correctly filled out with scanned and itemized receipts, invoices, or other supporting documents.

Date:

Payee L&C ID Number (only for L&C students, staff and faculty):

Payee Legal Name:

Address (Street, City, State, Zip Code):

Purpose of Reimbursement:

Student Organization Account Number: 300 - ____ - 2190 Amount \$:

Student Organization:

Certification of Payee (REQUIRED ONLY FOR L&C STUDENTS, STAFF, AND FACULTY)

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: _____

Student Organization Treasurer Signature: _____

Payment Method (select one)

- ☐ 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*

*Check pick-up at Student and Departmental Account Services, ground floor of Fowler Student Center.

IF APPLICABLE: Names/Attendees at Event

- 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.
- 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.
- Reimbursement request must be submitted within sixty (60) days of incurring the expense.
- 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 student organization reimbursable expense policy and procedure can be found here:
https://college.lclark.edu/student_life/engagement/organizations/purchases-reimbursable-expense-policy/