

**BOSTON COLLEGE LAW SCHOOL
LSA Reimbursement Form**

For all reimbursements, please include:

- * All **itemized, original** receipts with this form. Receipts must be **taped** to a white piece of paper with all **staples removed**. This must include a **receipt** (not an invoice) showing the amount was paid (e.g. paid receipt or credit card statement).
- * All food expenses must include a **list of attendees**.
- * The LSA president, vice president or treasurer must **sign this form for approval**.

Today's Date: _____

Payable To: _____

LSA Committee (if applicable): _____

Amount of Request: _____

BC Eagle ID: _____

E-Mail Address: _____

Local Address: _____

A reimbursement check will be mailed to your local address unless you are a student employee on University payroll; in this case, your reimbursement will be direct deposited into the same account as your payroll deposits.

PLEASE PROVIDE A DETAILED DESCRIPTION OF THE EXPENSE AND ITS BUSINESS PURPOSE:

Date of Receipt and/or Event: _____

** Print Name of LSA Pres/VP/ or Treasurer: _____

** Signature of LSA Pres/VP/ or Treasurer (for approval): _____

**** Approval can be granted by LSA President, Vice President or Treasurer but, in cases of reimbursement to one of these individuals, a second approval signature is required.**

See Patrick Mahoney or Shermaine Estwick in Stuart M302 with any questions and to submit this form. Please complete this form in its entirety in order to avoid delays in processing.