

BOSTON COLLEGE LAW SCHOOL
Student Organizations (excluding LSA)
Reimbursement Form

All reimbursements must be submitted within 30 days from date of purchase.

For all reimbursements, please include:

* All original, itemized receipts with this form. Receipts must be taped (on all sides) to a white piece of paper and all staples removed. This also must include a receipt (not an invoice) showing proof of purchase (i.e. credit card/cash receipt or credit card statement).

* All food expenses must include a **list of attendees**.

* Your organization's president or treasurer must sign this form for approval.

Date: _____

Payable To: _____

Student Organization: _____

Amount of Request: _____

BC Eagle ID: _____

E-Mail Address: _____

Local Address: _____

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

Date of Event: _____

** Name of Organization's President/Treasurer: _____

** President's/Treasurer's Signature (for approval): _____

**** Treasurers/Presidents seeking reimbursement must obtain a signature for approval. You cannot sign off on your own reimbursement.**

Please complete this form and submit it to the Fiscal Services Office in Stuart 302.