Reimbursement Form

Gunn Student Activities Office

- All reimbursements must have pre-approval by Club/ SEC
- All sections must be completed for approval.
- All receipts must be **original receipts** (no photocopies) and must be **itemized**.
- Receipts must show proof of payment (credit card receipt or confirmation)
- This form due *no later than one month* after expense was made.

NO GIFT CARDS and NO AMAZON PURCHASES FROM PERSONAL ACCOUNTS will be reimbursed.

If a Food Expense – list attendees and staff member names on back of this form.

TODAY'S DATE: _____ **Date Expense was Approved by Club or ASB**_____

_____
Check Payable To

_____
Street Address

_____ _____
City **Zip**

Purpose of Expense (Be specific and include date of activity):

_____ _____
ASB/ Club Account Name **Account #**

$_____
Amount

_____
Student Officer Signature

_____
Teacher Advisor Name and Signature

Tape Receipt Here
(Attach to back of this form if necessary)

All expenditures must be pre-approved by SEC/ Club BEFORE any monies are dispersed. Approvals must be recorded in clubs/ school meeting minutes and be documented on event request forms.

Rev. on 3/27/26

FOR EXPENSES WHERE FOOD IS PURCHASED AND PROVIDED – List names of all Attendees at event (students and staff):