REIMBURSEMENT FORM FOR:

☐ Student/Student Org  ☐ Journal  ☐ Moot Court

Complete and return this form with all itemized receipts by email to StudentServices@pennstatelaw.psu.edu

Reimbursement Request

Name of Organization/Journal/Moot Court_____________________________________

Name of Event: ____________________________________________________________

Date and Time of Event: ____________________________________________________

Description of Event: _______________________________________________________

Amount Requested: _________________________

Name of Requester: _________________________

Requester Email: __________________________

EXPENSE CERTIFICATION

By submission of this expense form, I certify that:

The expenses claimed as reimbursable on the form are a true & accurate accounting of the necessary business-related expenses incurred for this event; and there are no items listed as reimbursable which relate to personal or unallowable expenses. I have not, and will not, be receiving reimbursement from any other source for expenditures claimed as reimbursable nor have any expenditures claimed as reimbursable been paid by another entity.

___________________________________________________________

Signature of Requester

Approval

☐ Approved  ☐ Denied

Amount $________________

_____________________________

Print Name/Title

_____________________________

Signature of E-Board Representative from Org/Journal/Moot Court