Penn State Law

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   Date

Updated 8/31/20