SBA FUND REIMBURSEMENT FORM

Complete this form and send with any and all itemized receipts to the SBA

Executive Treasurer

# Section 1: Reimbursement Request

Name of Organization:

Name of Event:

Date/Time of Event:

Amount Requested:

Name and Title of Requester:

Phone Number and E-mail:

***EXPENSE CERTIFICATION***

By submission of this expense form, I certify that:

The expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business-related expenses incurred for this business trip; 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: Date:

# Section 2: Check Authorization

I hereby request that the Penn State Law Student Bar Association be debited the following amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized this day of , 20 , by:

SBA Executive Treasurer