



Request For Reimbursement For Approved Use of Student Government Funds

*Student Government funds may not be used unless a Request to Use Student Government Funds (Encumbrance) form has been fully signed and is on file with Auxiliary Enterprises. For reimbursement of approved expenses, submit this form **with your original receipts** to AE **within thirty (30) days following the expenditure/event**. It is recommended that you hand deliver this paperwork to Auxiliary Enterprises at 7779 Knight Road.*

REQUEST FOR REIMBURSEMENT	
<u>Name and address of person to be reimbursed:</u>	
<u>If this reimbursement is related to a school-specific organization, please list the school:</u>	
<u>Requested amount to be reimbursed:</u>	
<u>Expense description/purpose (include event name and date and number of people in attendance):</u>	
I certify that I incurred these expenses for this approved student event. Signature:	Date:

APPROVAL – STUDENT ORGANIZATION (President/Treasurer)	
Signature:	Date:
Printed Name, Title:	
APPROVAL – SCHOOL (Dean or Designee) * Not required for SIC*	
Signature:	Date:
Printed Name, Title:	
APPROVAL – UTHEALTH / AUXILIARY ENTERPRISES	
Signature:	Date:
Charles Figari, Vice President and Chief Auxiliary Enterprises Officer	