



Michigan Technological University

Reimbursement Form

Organization: _____

Date of Submission: _____

Treasurer Contact Email: _____

Name of Treasurer: _____

Please fill out the back of this form. Write the total amount of your request on the line below.

Requested Total Amount of Reimbursement: _____

Regular Reimbursement Reminders

- Please attach original receipts to your request (as opposed to copies of receipts) whenever possible.
- Please be sure your organization complies with Student Activities policies and procedures, found at: <http://www.mtu.edu/student-activities/policies/>.

Name of the Person Filling Out This Form _____

Signature _____

Any questions? Email the USG Treasurer (usg-treasurer@mtu.edu)

For Office Use Only:

Date approved: _____ **Amount approved:** _____ **Check Req. #:** _____

Please list each item you are requesting reimbursement for on this form. Attach receipts to this form.

	<u>Item</u>	<u>Amount Requested</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Tips:

- The more organized your request is, the faster it will be processed.
- If you need more space, simply grab another form.
- If your request is denied or any other issues arise in which you disagree with the assessment of the USG treasurer, you have the right to appeal all decisions directly to the Ways and Means Committee.
- See the usg.mtu.edu to get more information about USG Student Organization funding at Michigan Technological University.