

**STUDENT GROUP EXPENSE REIMBURSEMENT**

Student Groups may receive reimbursement for expenses that have been approved in a funding application budget, or are deemed pre-approved expenses for CLUB base-funding. If you are unsure about an expense, please inquire with the Clubs Coordinator incurring the expense. Student Groups are liable for any expenses that are not pre-approved or are submitted without detailed/itemized receipts.

 **Name: Email: Phone:**

**Group Name: Today's Date:**

**Purpose and Description of Activities:**

**Number of students benefiting from this expense: Date incurred:**

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**Total Amount: $**

**Number of Receipts attached:**

**This form and detailed receipts can be submitted online at http://CamosunStudent.org/clubs/forms/submit
or in person to Fisher 101B (Lansdowne) or Campus Center 111 (Interurban)**