Stern Inter-Club Council
Reimbursement Form

Today’s Date: ___________________________  Club Treasurer: ___________________________

Club: ___________________________________  Treasurer’s Email: _________________________

Expense Report

Payable To: ___________________________________

Email: _____________________________________

<table>
<thead>
<tr>
<th>Date of Event</th>
<th>Name of Event</th>
<th>Items Purchased</th>
<th>Total</th>
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TOTAL DUE

Approved by: ___________________________  Date: ______________
Club Treasurer

Approved by: ___________________________  Date: ______________
ICC Treasurer

Check Number: _________________________

REMINDER:
- Reimbursement Forms are due within 10 days of purchase date.
- Receipts for reimbursement should be taped or stapled to a sheet of paper and attached to an ICC Reimbursement Request Form. Receipts be clear to read and should not be placed on top of one another.
- All receipts must be original. Photocopies will not be accepted.
- Receipts must be itemized indicating what was purchased. Receipts that are not itemized cannot be processed.
- Receipts must have store name and address. Students may write this in if it is not pre-printed on the receipt.
- If request is for reimbursement of meal, payee must submit a list of attendees with receipt and will be reimbursed for a maximum of $30 per person (including tax and tip).

QUESTIONS?
ICC Treasurer - Fall 2009: Roger Chen (Roger.chen@stern.nyu.edu)
Spring 2010: Daniel Hwang (dbh249@stern.nyu.edu)

Approved by: ___________________________  Date: ______________
Office of Student Life