Print Form

# Office of Student Life

## StuCo & Cohort Expense Reimbursement Cover Sheet

***Please note, all spending requires pre-approval by your organization/group or the Office of Student Life.***

**In order to successfully assist you in submitting your reimbursement, please follow the below guidelines:**

- **All reimbursement paperwork should be submitted within 10 business days of the purchase date. Please type all forms.**
- **A completed reimbursement packet contains:**
  1. Office of Student Life Expense Reimbursement Form Cover Sheet
  2. NYU Student Expense Reimbursement Form (EXP2000S)
     a. The description should list the following: What, When, Who, Where (please be specific.)
  3. Event Review Form
  4. Supporting documentation materials (see below)
- **Supporting Documentation Materials**
  1. All **original receipts** (itemized and taped to a plain piece of paper)
     a. Tips on receipts should not exceed 20%.
     b. Please do not use staples.
     c. Write your name clearly on top of each page.
     d. In order to make sure that receipts are legible, please do not tape over any print on the receipts.
     e. Receipts should only be taped on one side of the paper and not taped over one another. They should also go in the same direction (not sideways or upside down). You can submit multiple pages as necessary.
     f. Group like receipts together and in date order.
  2. If any receipts are missing, not itemized, or were paid for in cash, please submit a **Missing Documentation Form**. Don't forget to include your signature on this form!
  3. For expenses/events involving a group of students, a **list of attendees or participants** is needed.
  4. If there was a co-pay, proof that it was collected in full.
  5. If the event was co-sponsored, and this reimbursement represents money that should be deducted from multiple budgets, please include a copy of email correspondence between entities confirming co-sponsorship agreement.

Please contact your treasurer with any questions or concerns:

| **Student Council** | **Class of 2013** | **Class of 2014** | **Class of 2015** | **Class of 2016** |
|---|---|---|---|---|
| Serena Lu<br>yl809@stern.nyu.edu | Lin Ling | Aakriti Jhunjhunwala<br>aj930@stern.nyu.edu | Catherine Zhang<br>Cz583@stern.nyu.edu | TBD |

**Name:** **Organization/Cohort:**

**E-mail Address:** **Date Submitted:**

| Event Name: | Date of Event: | Item | Amount |
|---|---|---|---|
| | | | $ |
| | | | $ |
| | | **TOTAL:** | $ |

For Office Use Only:

Date Submitted to class /cub treasurer: _____ Date submitted to Student Life: _____

Date Submitted to Student Council/ICC Treasurer: _____ Date submitted to Accounts Payable: _____