



REIMBURSEMENT REQUEST (event already paid for by team)
CSBRC Funded Events Only

Date Requested: _____

Event: _____

Event Date: _____

Club: _____

Student requesting: _____

Student ID#: _____

Email: _____

Phone #: _____

Reimbursement made payable to:

AMOUNT \$ _____

Team event – Attach roster or list event attendees/team members:

Team Member

Student ID#:

Table with 2 columns: Team Member, Student ID#. Multiple rows for listing members.

Reimbursement requests must be submitted within the same semester as approved event/purchase.

Attach original receipt and copy of cancelled check or bank statement showing payment for the event.

Sales tax will not be reimbursed.

Club reimbursements will be issued a Bradley Check to be picked up from Campus Rec Office.

Individual reimbursements: over \$200 will be reimbursed by Bradley check to be picked up from Campus Rec office; under \$200 will be reimbursed by cash at Cashier's window.

Received/Approved _____