



EXPENSE REIMBURSEMENT

Name: _____ Date: _____

Amount: _____

Form of Reimbursement: Cash Check Made Payable to: _____

Name of Committee: _____

Description of Expense:

Staff Council Member Signature

Reimbursements paid from Cal Poly Federal Credit Union use: **Staff Council Account #3361 S1**

Approval:

Committee Co-Chair
(approving expenditure)

Date

President or Vice President
(approving reimbursement)

Date

Total and attach all receipts to an 8-1/2"x11" sheet of paper and staple to the expense form.

- *Upon approval, submit completed form **with original receipts** to Cal Poly Federal Credit Union for reimbursement.*
- *Submit 1 copy **(form & receipt)** to Staff Council Treasurer*
- *Submit 1 copy **(form & receipt)** to Committee Co-Chair*