



DSA Reimbursement Request Form

Reimbursement requests must include this form. Tape or staple all receipts to this page.
Submit via email (fundingdsa@gmail.com) OR slide under the door of the DSA office.

Approved Club or Grant : _____

Event (date and description): _____

How was the student body invited to the event? _____

Date of DSA listserv email: _____

Items: _____

Cost: _____

Attendance (if less than 10, please include a separate list of last names): _____

Person(s) to be reimbursed: _____

Address _____

Email _____

Student I.D. _____

Reimbursement forms are to be filled out and emailed to fundingdsa@gmail.com (with photos/copies of receipts), OR slid under the door of the DSA office (located in the student lounge in the basement of Swift Hall). If you are submitting a hard copy, please make sure to submit original copies of itemized receipts attached to the reimbursement form.

Reimbursements will be distributed through workday. If you are not already in the system you may need to submit a W-9 to guzmanp@uchicago.edu. Please allow 1-2 weeks for processing.

In order to receive reimbursement, your DSA related event **must** be advertised on the dsa listserv - dsa@lists.uchicago.edu - **at least 48 hours before the event**. You may also request to have your event put on the DSA calendar and included in the weekly newsletter; please contact divinitystudentsassociation@gmail.com.