



Club Reimbursement Form

Reimbursement requests must include this form. Tape or staple all receipts to this page.

Club/Area(s) _____

Event Name _____

Event Description _____

Event Date _____

How was the student body invited to the event? _____

Date submitted to the DSA calendar _____

Items _____

Cost _____

Attendance _____

(If less than 10, please include a list of last names)

Person(s) to be reimbursed _____

Address _____

Email _____

Student ID# _____

Reimbursement forms are to be filled out and slid under the door of the DSA office (located in the student lounge in the basement of Swift Hall). Please make sure to submit original copies of itemized receipts attached to the reimbursement form.

Reimbursements will be distributed no later than the 1st and 15th of each month. This form must be submitted at least one week prior to the distribution dates. No exceptions will be made. Reimbursements can be picked up in the Office of the Dean of Students, Swift 104.

In order to receive reimbursement, your DSA related event must be posted on our DSA calendar at least 48 hours in advance. Please submit them to divinitystudentsassociation@gmail.com.

Inquiries may be made with the DSA Treasurer at treasurer.ucdsa@gmail.com.