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.

dsa.uchicago.edu | contactdsa@lists.uchicago.edu