THE UNIVERSITY OF
CHICAGO
DIVINITY SCHOOL
The Divinity Students Association

Divinity School and Student Club Reimbursement Request

Reimbursement requests must include this form. Tape or staple all receipts to this page.
Area/Club(s) ________________________________________________________________
Event (Date AND Description) ________________________________________________
How was the student body invited to the event? _________________________________
Date posted on DSA calendar _________________________________________________
Items _______________________________________________________________________
Cost _______________________________________________________________________
Attendance (If less than 10, please include a list of last names)
____________________________________________________________________________

Person(s) to be reimbursed ___________________________________________________
Address _____________________________________________________________________
Email ______________________________________________________________________
Student I.D. __________________________________________________________________

Note: 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. http://dsa.uchicago.edu/

Inquiries may be made with the DSA Treasurer, Victoria Wick, at vrwick@uchicago.edu.