Divinity School 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. ________________________________________________________

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, Nicole Yan, at nicoleyana@uchicago.edu.

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