

**USC CLUB OF SAN DIEGO
EXPENSE REIMBURSEMENT REQUEST by _____**

Expenses paid on behalf of the club will be reimbursed only in accordance with university and club policy, and only after proper documentation is submitted:

- All pertinent information on this request form (If more space is required, attach additional forms)
- Original purchase receipt (you may black out any credit card number):
 - taped to blank sheet of 8½ X 11 inch paper that is stapled to this form, or
 - stapled to this form, if the receipt is 8½ X 11 inch paper

Three different people must be involved:

1. Requester (the person to whom payment is to be made): Write your name at the top and fill out the center of the form, except for the “Approver’s Initials” column.
2. Approver (must be a board member): Initial the column at the right and fill out the box at the bottom
3. Check Signer: fill out the box at the bottom and issue a check.

No one person may serve in more than one of these roles.

What was bought and why was it needed?	Event	Amount	Approved By	Approver's Initials
Total Requested				

<i>This box is for board member's approval</i>	Date request received: _____
Board Member's Name: _____	Total Amount Approved for reimbursement: \$ _____
_____	Board Member's signature: _____

<i>This box is for check signer's use only</i>		
Date request received: _____	Check number: _____	Check Amount: \$ _____

**USC CLUB OF SAN DIEGO
TREASURY
EXPENSE REIMBURSEMENT POLICY**

Reimbursements will be made to persons who pay expenses on behalf of the club only if:

- All information requested on the Expense Reimbursement Request form is provided, and
- A member of the board of directors:
 - Approves each expenditure shown on the form.
 - Initials in the “Approver’s Initials” column for each expenditure that the board member feels should be reimbursed.
 - Completes the “*This box is for board member’s approval*” section at the bottom of the form.

Instructions to board members:

- Note that there could be three different dollar amounts – requested, approved, and reimbursed – although these numbers will usually be the same.
- If the requestor was told a purchase would be reimbursed, but the board member signing the form believes that it should not be reimbursed, then the “Approver’s Initials” column should not be initialed and an explanation should be written on or attached to the form.
- If reimbursement is by other than a check drawn on the club bank account, an explanation should be written on or attached to the Expense Reimbursement Request form.
- No one may approve reimbursements to him- or herself or a family member.
- No one may sign a check payable to him- or herself or a family member.