

**STUDENT REIMBURSEMENT FORM**  
Use ink ONLY - DO NOT use pencil.

**APPENDIX 3**

<b>NAME:</b>	<b>ID#</b>	<b>ORGANIZATION:</b>
<b>ADDRESS:</b>		<b>COMPETITION OR EVENT:</b>
<b>STUDENT MAILBOX #:</b>		<b>PURPOSE</b>  If you paid for other Widener students, please list their names and indicate the expense.
<b>TELEPHONE #:</b>		

Please submit original receipts and one copy.		TRANSPORTATION				LODGING	MEALS			FEES/DUES	MISCELLANEOUS		TOTALS	
		Date	# Miles	Miles X \$0.54	Air/Rail	Car Rental	Tolls Taxis	Hotel	Breakfast	Lunch	Dinner	Fees/Dues		
<b>COLUMN TOTALS</b>														

**TOTAL**

DESCRIPTION	AMOUNT	LINE #	COST CENTER #
Total Miles X \$.54			
Total Transportation			
Total Lodging & Meals			
Total Fees/Dues			
<b>BALANCE DUE</b>			

STUDENT SIGNATURE	DATE
<b>APPROVED FOR PAYMENT:</b>	
ORGANIZATION PRESIDENT/TREASURER	DATE
STUDENT BAR ASSOCIATION TREASURER (IF SBA ORGANIZATION)	DATE
MULTICULTURAL AFFAIRS OFFICER	DATE