

Reimbursement Request Form (< \$75.00)

If your student organization recently hosted an event to which you contributed less than \$75.00 of your own money, please fill out this form so you can be reimbursed in cash for your contributions. If you contributed more than \$75.00, you must fill out a different form, found on the Student Development and Activities website.

Reimbursement forms should be submitted no later than five (5) business days after your event takes place. When submitting, be sure to follow the guidelines listed below to ensure you are reimbursed as quickly as possible:

- All original receipts must be taped down to a blank piece of paper and submitted along with the reimbursement request form.
- All reimbursement request forms must be submitted in person.
- Submitted forms must have all applicable fields filled out, including signatures.
- Forms may only be submitted to Ben Giuliana, Coordinator of Student Activities. **Do not leave forms on his desk unaccompanied.** Student Development and Activities is not responsible for lost reimbursement forms and/or receipts.

Please direct questions or concerns to Ben Giuliana, Coordinator of Student Activities:

Email: bgiuliana@mmm.edu

Phone: (212) 774-0759

Office: S.O.S. (Carson Hall, Rm. 302)



Reimbursement Request Form (< \$75.00)

Name of event: _____

Organization: _____

Date/Time of event: _____

Advisor:

(print and sign) _____

President/Treasurer:

(print and sign) _____

Contact person: _____

MMC email address: _____

Please select one: ☐ Allocation account ☐ Fundraising account

Amount requested: _____

Please note:

- Contact person listed above will be notified via email when funds are ready for pick-up.
- All forms, filled out in their entirety, **and original receipts** must be returned to Ben Giuliana no more than five (5) business days after the date of your event. Failing to do so may affect current and/or future requests.
- Processing reimbursement request forms takes up to 3 – 5 business days.
- Reimbursements ≥ \$75.00 require a different form. If you contributed more than \$75.00, please fill out [this form](#), available on the Student Development website.

FOR STUDENT DEVELOPMENT USE ONLY

Date form received: _____

Account number: _____

Date reimbursement issued: _____

Received by: _____

Comments: _____

