Request For Reimbursement
For Approved Use of Student Government Funds

Student Government funds may not be used unless a Request to Use Student Government Funds (Encumbrance) form has been fully signed and is on file with Auxiliary Enterprises. For reimbursement of approved expenses, submit this form ***with your original receipts*** *to AE* ***within thirty (30) days following the expenditure/event****. It is recommended that you hand deliver this paperwork to Auxiliary Enterprises at 1832 West Road.*

REQUEST FOR REIMBURSEMENT	
Name and address of person to be reimbursed:	
If this reimbursement is related to a school-specific organization, please list the school:	
Expense description/purpose: Event/Purpose: Date of event: Number of people in attendance:	
Requested amount to be reimbursed:	If final Request for Reimbursement for this event please initial by President or Treasurer: **(Note: No other receipts will be accepted once initialed.)**
I certify that I incurred these expenses for this approved student event. Signature:	Date:
APPROVAL – STUDENT ORGANIZATION (President/Treasurer)	
Signature:	Date:
Printed Name, Title:	
APPROVAL – SCHOOL (Dean or Designee) ** Not required for SIC**	
Signature:	Date:
Printed Name, Title:	
APPROVAL – UTHEALTH Houston / AUXILIARY ENTERPRISES	
Signature:	Date:
Auxiliary Enterprises, Traci Harris, Sr. Administrative Manager	