

**Board of Advocates**  
**REIMBURSEMENT/CHECK REQUEST FORM**

- Please follow all instructions on the reverse of this sheet.
- Complete the top portion of this sheet.
- Attach ORIGINAL ITEMIZED receipts to this form.
- Turn in this form and the attached receipts to the Director of Finance & Education's folder outside the BOA office (Storey Hall, Room 24B).
- Please note: failure to comply with the instructions on the reverse of this sheet will result in your reimbursement being returned to you for corrections.

Check Payable to: \_\_\_\_\_ SMU ID \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Date Submitted: \_\_\_\_\_

Team Event: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Purchase: \_\_\_\_\_

Business Purpose: \_\_\_\_\_

\_\_\_\_\_

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\* \* \* \* BELOW COMPLETED BY BOA DIRECTOR OF FINANCE \* \* \* \*

Event Code \_\_\_\_\_

**Subtotals by Budget Category:**

Hotel/Transportation/Parking -6609 \_\_\_\_\_

Food-6625 \_\_\_\_\_

Supplies/Exhibits-6345 \_\_\_\_\_

Registration- 6615 \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

Date Completed: \_\_\_\_\_

Signature: \_\_\_\_\_

**BOA Director of Finance**

# Board of Advocates

## REIMBURSEMENT/CHECK REQUEST INSTRUCTIONS

**Please note:**

- Off-campus competition expenses are only reimbursable if they comply with the BOA Policies provided to each team member and coach at the beginning of the semester.
- Receipts must be turned in within 1 month of the end of your competition/event.
- All checks will be mailed (2-3 weeks is the normal turnaround time)
- Failure to comply with the instructions below will result in your reimbursement being returned to you for corrections.

1. Collect all receipts for your event/competition. Each receipt must be the original and must be itemized (individual items listed separately; e.g. entrée, drink, tax, total). See example below.
2. TAPE down each receipt (do not staple) in date order to a separate piece of 8½ x 11 paper.
  - The receipts must not overlap. Use multiple sheets if necessary.
  - If you are requesting reimbursement for food at a meeting, event, or competition, please write in the list of all attendees (e.g. meeting attendees, teammates, coaches) next to the original itemized receipt.
3. Complete the form on the reverse of these instructions.
4. Clip your receipt pages to this form and turn the packet in to the BOA Director of Finance & Education’s inbox outside the BOA Office (Storey Hall, Room 24B).

<p style="text-align: center;">Yummy Food Restaurant New York City, NY 4/25/2008</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 100px;">Entrée</td><td style="text-align: right;">15.95</td></tr> <tr><td>Entrée</td><td style="text-align: right;">16.96</td></tr> <tr><td>Entrée</td><td style="text-align: right;">11.95</td></tr> <tr><td>Entrée</td><td style="text-align: right;">11.95</td></tr> <tr><td>Soda</td><td style="text-align: right;">3.00</td></tr> <tr><td>Soda</td><td style="text-align: right;">3.00</td></tr> <tr><td>GG/Vdka</td><td style="text-align: right;">5.00</td></tr> <tr><td>GG/Vdka</td><td style="text-align: right;">5.00</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Tax</td><td style="text-align: right;">xxxxx</td></tr> <tr><td>Total</td><td style="text-align: right;">xxxxx</td></tr> </table> <p>(s) C. Barkley</p>	Entrée	15.95	Entrée	16.96	Entrée	11.95	Entrée	11.95	Soda	3.00	Soda	3.00	GG/Vdka	5.00	GG/Vdka	5.00			Tax	xxxxx	Total	xxxxx	<p><u>Attendees</u> Donald Trump Ryan Leaf Michael Jordan Charles Barkley</p>
Entrée	15.95																						
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GG/Vdka	5.00																						
Tax	xxxxx																						
Total	xxxxx																						
<p style="text-align: center;">Holiday Inn – NYC 4/25/2008</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 100px;">Breakfast Buffett</td><td style="text-align: right;">9.95</td></tr> <tr><td>Total</td><td style="text-align: right;">10.37</td></tr> </table> <p>(s) C. Barkley</p>	Breakfast Buffett	9.95	Total	10.37	<p><u>Attendees</u> Charles Barkley Michael Jordan Shaq O’Neill</p>																		
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Total	10.37																						

Random Cab Co. 4/26/2008  15.00  (s) Cabbie Cabberson
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← Example page of reimbursement receipts.

**\*\*If you have questions, please contact the Director of Finance & Education.\*\***