



Stern Inter-Club Council Reimbursement Form

Today's Date: _____

Club Treasurer: _____

Club: _____

Treasurer's Email: _____

Expense Report

Payable To: _____

Email: _____

Purpose of expense:			
Date of Event	Name of Event	Items Purchased	Total
TOTAL DUE			

Approved by: _____
Club Treasurer

Date: _____

Approved by: _____
ICC Treasurer

Date: _____

Check Number: _____

REMINDER:

- Reimbursement Forms are due within 10 days of purchase date.
- Receipts for reimbursement should be taped or stapled to a sheet of paper and attached to an ICC Reimbursement Request Form. Receipts be clear to read and should not be placed on top of one another.
- All receipts must be **original**. Photocopies will not be accepted.
- Receipts must be **itemized** indicating what was purchased. Receipts that are not itemized cannot be processed.
- Receipts must have store name and address. Students may write this in if it is not pre-printed on the receipt.
- If request is for reimbursement of meal, payee must submit a list of attendees with receipt and will be reimbursed for a maximum of \$30 per person (including tax and tip).

QUESTIONS?
 ICC Treasurer - Fall 2009: Roger Chen (Roger.chen@stern.nyu.edu)
 Spring 2010: Daniel Hwang (dbh249@stern.nyu.edu)

Approved by: _____
Office of Student Life

Date: _____