

Personal Reimbursement

(All required documentation must be turned into L. Majeroni AT LEAST 25 days from day of event to allow sufficient time to enter into the accounting system in order to meet the 30 day University submission deadline—no exceptions).

Name of Student Organization _____

(full name---no acronyms)

Date of Event: _____

Title of Event (if applicable): _____

Reason for Reimbursement: _____

GPSAFC Budget Period (if applicable) _____

Other Funding Sources and Amounts (If applicable) _____

Total Amount to be reimbursed: _____

(GPSAFC does not pay for bottle deposits but reimburses sales tax; Law School does not pay sales tax but reimburses bottle deposits).

Name of person to be reimbursed: _____

Cornell Net ID: _____ Cell Phone # _____

(Cornell e-mail address)

US Citizen: YES _____ NO _____

Current Mailing Address: _____

Attach the completed and signed "Student Activity Funding Request Form" for this event/program.

Attach a printed copy of the advertisement/flyer with the appropriate GPSAFC language (if applicable).

Itemized receipts/proof of payment. Using a separate sheet of paper (not the back of this one)

tape around all four sides—*use tape only*** of itemized original receipts to a 8 ½ x 11 plain/blank sheet of paper —*receipt must indicate proof of payment.* Use as many sheets of paper as needed (do not crowd receipts) and do **NOT cover numbers/letters with the tape---it makes the ink disappear.****