

SBA FORM 108

STUDENT BAR ASSOCIATION REIMBURSEMENT FOR APPROVED EXPENDITURES

Directions: Please fill in the requested information, print the completed form, and return it to the SBA Office located in Barrack Hall, or save the completed form and email it to SBA Treasurer Mary Cate Gordon at gmarycat@temple.edu.

Organization:

Reimbursement Fund (check one)

- §105 Discretionary Operating Budget
 §106 General Allocation
 §115 SBA Operating and Expense Budget
 Organization Dues Account

Make Payment Voucher Payable To:

Amount to be Reimbursed: _____

Email Contact for Reimbursement: _____

Description: Please describe in the space below what this expense was for:

PLEASE NOTE: Reimbursements will only be made for §106 approved expenditures or §105 discretionary operating budgets. **Receipts equal to the amount of reimbursement MUST be attached to this form. NO REIMBURSEMENT WILL BE MADE WITHOUT APPROPRIATE RECEIPTS.** Provided that the form is complete and the appropriate receipts are attached, the SBA will process the reimbursement within 4 business days.

SBA Office Use Only:

Approved: _____

Denied: _____

Signature: _____ Date: _____