



Whittier Law School

Student Expense Reimbursement Report



Instructions

Complete this form if you are reporting expenditures from a cash advance or are requesting a reimbursement of personal funds expended on behalf of Whittier Law School. Original invoices and receipts must accompany this request and are to be stapled to the back of this form. If you make a mistake, please cross out and initial the change. Please do not use white-out. Please complete the account information below, showing total expenditures minus any cash advances. If the cash advance exceeds the amount expended, please attach your check or excess cash. If your expenditure exceeds your cash advance, you will receive a check from the Business Office on the first check run following submission of the completed report. **Forms submitted without all required signatures will not be accepted.**

Expenditure Type	Date	Expenditure Detail	Dollar Amount
Lodging			
Meals			
Mileage (54.0 per mile)			
Transportation Svcs.			
Postage/Shipping			
Printing & Duplicating			
Supplies			
Catering			
Other:			
Total Amount			
Name of Event/Description of Expenses:			
Name of Student Organization/Code:			
Payee (Person Making Request)	Account Distribution		Summary
Name:	Organization- Account Code	Amount	Total Expenitures
Student ID:		\$	\$
Signature:	Organization- Account Code	Amount	Less Cash Advance
Head Of Organization		\$	\$
Name:	Organization- Account Code	Amount	Amount Due School
Signature:		\$	\$
Treasurer/Manager		Amount	Amount Due Student
Name:		\$	\$
Signature:	Organization- Account Code	Amount	
Faculty Advisor (If Applicable)		\$	
Name:	Organization- Account Code	Amount	
Signature:		\$	

Whittier College / Whittier Law School

STUDENT EXPENSE REIMBURSEMENT REPORT

TRANSPORTATION							
Expense	Category	Date	Date	Date	Date	Dollar Amount	Project / Object #
Car Rental							8130
Taxi/Limo							8130
Parking/Tolls							8130
Mileage (54.0¢ per mile)							8130
MEALS							
Expense	Category	Date	Date	Date	Date	Dollar Amount	Project / Object #
Breakfast							8125
Lunch							8125
Dinner							8125
OTHER/MISC.							
Expense	Category	Date	Date	Date	Date	Dollar Amount	Project / Object #
Entertainment							8325
Lodging							8125
Other/Misc.							8395
Phone/Fax							8171
Postal/Shipping							8115
Office Supplies							8210
Copying/Printing							8120
TOTAL EXPENDITURES							<i>(This total must agree with total on page 1)</i>