

School of Engineering and Applied Science
THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

Finance - Student Activities

Personal Reimbursement

Documentation Needed

- a) Name, Mailing Address and GWID of the person to be reimbursed
- b) Funding source information
- c) Approval from a faculty advisor, E-council treasury, and Associate Dean of Student Affairs
- d) Original receipts taped on a sheet of paper
- e) For a meal receipt of over \$50, a list of attendees and the occasion are explained.
- f) Explanation (business purpose) on the expense being reimbursed.
- g) Your contact information (phone number and/or email address)

Once the documentations are completed, send them to Francis for ordinal C-fund activities.

Notes to Requestors

- Be advised that we will send your request back via campus mail if you do not furnish us with complete information. This will only delay the process.
- If online purchases are made with credit card, please attach a copy of credit card statement along with order confirmation with dollar amount spent or verification of payment made.
- We will never reimburse on invoices. We need original receipts.
- Please tape all receipts on letter size paper (one-sided). Do not use staples. All documents will be scanned in by Accounts Payable. |