BSU Clubs & Organizations

Student Expense Form

This form is for student organization members who need to be reimbursed for an expense they have incurred on behalf of their organization.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Address:</th>
<th>Student Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Organization Account #:</th>
<th>Organization Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reimbursement for Travel** (travel authorization must be approved before travel):

<table>
<thead>
<tr>
<th>Dates of Travel:</th>
<th>Destination:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Travel:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Reimbursement for Expenses:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Registration Fee:**

**Lodging:**

**Mileage** (calc below):

**Other:**

**Total for this trip:**

<table>
<thead>
<tr>
<th>Type of vehicle</th>
<th>Mileage rate</th>
<th>x Total Miles</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal vehicle</td>
<td>.465/mile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSU vehicle</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BSU vehicles will be charged directly to org account

Subtotal of expenses:

Total amount to be paid to student

Requester:

 printed name

 signature

 Date: __________

Advisor:

 printed name

 signature

 Date: __________

HMU Assoc. Dir:

 printed name

 signature

 Date: __________

Business Office:

 printed name

 signature

 Date: __________

Documentation of expenses must be attached.

Examples:
- Receipts
- Paid invoices
- Copy of registration form (for conference fees)
BSU Clubs & Organizations

Student Expense Form Completion Information

This form is for student organization members who need to be reimbursed for an expense they have incurred on behalf of their organization. If a club is looking for payment via check to a MnSCU approved vendor please see the check request form. This form is for students only. If the expense was incurred by an advisor, employees of the university should instead use the employee expense form available on the Business Services website.

Before submitting, complete all of the information on page 1 of this form. Please consider the following:

• Students may complete the travel section, expense section, or both for a single trip.
• For travel, the student organization should already have a student travel authorization completed and on file. If traveling with a BSU vehicle, the organization will be billed directly. If using a personal vehicle, the driver may choose to either submit gas receipts or be reimbursed mileage. Mileage will be reimbursed at the listed mileage rate above. If a student requests a BSU vehicle but it is unavailable, the IRS allows for personal vehicle reimbursement at a higher rate of .535 cents per mile. Please calculate and note on page 1 if this is your case. For SAFAC funded trips, lodging is limited to $25/person per night. Any additional expenses listed, must be associated with the trip.
• For solely expense reimbursement, list expenses individually by receipt in the expense reimbursement section. Attach original receipts.

Signatures should go in order. Please sign before submitting to an advisor. Advisor should sign before submitting to the HMU Info Desk for the HMU Associate Director’s signature. The HMU will forward your request to Accounting Services unless the club would prefer to deliver it.

Reimbursements will go to students in the form of a check and are typically available within five business days once completed forms and documentation is received by Accounting Services.

For questions about this form, please contact the Hobson Memorial Union Associate Director Nina Johnson at bsuclubandorg@bemidjistate.edu or by phone at 218.755.3760.

To check on the status of a reimbursement or for additional processing information, please contact Accounting Services by phone at