

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.

Name:	Student Address:	Student Phone:
Student ID:		Student Email:
Organization Account #:		
Organization Name:		

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

Dates of Travel:	Destination:		
Reason for Travel:			
Registration Fee:		Students are not reimbursed for meal costs in travel. If SAFAC funded, lodging is limited to \$25/person per night. Students may turn in gas receipts or mileage below.	
Lodging:			
Mileage (calc below):			
Other:			
Total for this trip:			

Type of vehicle	Mileage rate	x Total Miles	= Total
<input type="checkbox"/> Personal vehicle	.475/mile		
<input type="checkbox"/> BSU vehicle	BSU vehicles will be charged directly to org account		

Reimbursement for Expenses:

Date	Vendor	Description	Amount
Subtotal of expenses:			

Total amount to be paid to student	
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Requester: _____ Date: _____
 printed name signature

Advisor: _____ Date: _____
 printed name signature

HMU Assoc. Dir: _____ Date: _____
 printed name signature

Business Office: _____ Date: _____
 printed name signature

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](#).

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 [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 will be reimbursed at the listed mileage rate. 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. Students will not be reimbursed for tax. For information on how to have tax exempted, please see the HMU Associate Director or email us at bsuclubandorg@bemidjstate.edu.

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@bemidjstate.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 218.755.2160 or in person at Deputy Hall 201.