Sport Clubs Program

Reimbursement Request Form

- If requesting a Reimbursement and you are a University Employee (student or coach), you must sign the *Employee Expense Worksheet* **and** fill out this page.
- If not a U employee, only fill out this page.

Club Information	
Club Name	Treasurer Name

Reimbursement Recipient Information	
Full Name	Telephone Number
Street Address	Email Address
City, State Zip	Are you a U of M employee? (Check one) o Yes -- Sign form UM 1612 (Employee Expense Worksheet) o No

Reimbursement Details
Justification for purchase (Who, What, Why, When, Where)

***Attach all receipts and required University of Minnesota signature documents.*

OFFICE USE ONLY	
Approval Signature	Today's date
Account # 1026 1701 – 10140 – 213_____	