

APPLICATION FOR BHSA/STUDENT SERVICES FUNDS

INSTRUCTIONS

STEP 1 Complete the **Application** section.

STEP 2 Complete the **Reimbursement Request** section that matches the type of reimbursement you're requesting.

STEP 3 Attach **receipts** – tape small receipts to a page of blank paper. Receipts not required if requesting Student Services funds for travel since this type of request must be approved *before* the trip is taken.

STEP 4 Submit the completed and signed hardcopy form with attached receipt(s) to **Student Services** in 280 Simon Hall.

Approved applications will be forwarded by Student Services to the Business Services office for payment processing.

APPLICATION

From whom are you requesting funds – check one:	<input type="checkbox"/> Boalt Hall Student Association (BHSA)	<input type="checkbox"/> Student Services	
	<input type="checkbox"/> Alumni Student Group Funds (<i>requires pre-approval signature by group president or treasurer below</i>)		
	Pre-approval name/title:		Pre-approval signature:
Name of student organization:			
Amount requested:			
Requested by:		Date:	
Email:			

REIMBURSEMENT REQUEST – *complete only the section appropriate for this reimbursement request*

ENTERTAINMENT – *Complete this section if you are requesting funds for catering, restaurant food, and/or groceries.*

Event name:				
Business purpose: <i>You may leave the business purpose field blank if you attach a flyer, webpage copy, invitation, or similar item describing your event.</i>				
Check one:	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner	<input type="checkbox"/> Light refreshments
Event date:		Number of guests:		
Guest list:	<input type="checkbox"/> Open to all law students		<input type="checkbox"/> List attached	
Event location:	<input type="checkbox"/> Campus	<input type="checkbox"/> City of Berkeley	<input type="checkbox"/> Other:	
Name of person to be paid:		SID:		

Host's certification statement – *can be signed by anyone who was physically present at the event*

I hereby certify that the information herein is a true statement of the expenses incurred by me, that such entertainment/meeting expenses were incurred for official University business purposes, and that I have submitted original receipts for all expenses, as required by University policy.

Host's name:	Host's signature:
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GENERAL – Complete this section if you are requesting reimbursement for supplies, printing/photocopying, or other non-travel, non-entertainment purchases.

What was purchased:			
Business purpose:			
Name of person to be paid:		SID:	

Purchaser's certification statement:

I certify that the information herein is a true statement of the expenses incurred by me, that such general expenses were incurred for official University business purposes, and that I have submitted original receipts for all expenses, as required by University policy.

Purchaser's name:	Purchaser's signature:
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TRAVEL – Complete this section if you are requesting reimbursement for expenses related to business travel, including parking and tolls for local trips. **If you are applying for Student Services funds, you must submit your request BEFORE you take your trip.**

Traveler's name:		SID:	
Trip destination:		Trip dates:	
Trip purpose: <small>You may leave this field blank if you attach a flyer, printed webpage, program, agenda, or similar item that describes the event or activity associated with your trip.</small>			
List trip expenses to be reimbursed:			
For mileage, provide car license plate number:		State issuing plate:	

Traveler's certification statement:

I certify that the above is true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense of \$75.00 or more, as required by University policy.

Traveler's name:	Traveler's signature:
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APPROVAL (Office of Student Services Use Only)

<input type="checkbox"/> Boalt Hall Student Association (BHSA)	
BHSA Treasurer Name:	BHSA Treasure Approval Signature:
<input type="checkbox"/> Student Services	<input type="checkbox"/> Alumni Student Group Funds
Amount approved:	
Approved by (print name):	
Signature:	
Chartstring:	