**LSA Student Government Budget Allocations Committee Reimbursement Cover Page (Winter 2021)**

*LSA SG has a rolling reimbursement process, allowing student organizations to be reimbursed at different times throughout the semester as opposed to only at the very end. The final deadline is April 16th, but you may submit your receipts at any time during the semester. You are encouraged to file for reimbursement sooner rather than later.*

Primary Contact:

Position:

Phone #:

E-mail:

|  |  |
| --- | --- |
| Name of Organization |  |
| SOAS Project Grant # (*Example:* C123456 or U123456) |  |
| Shortcode |  |

|  |  |
| --- | --- |
| Total amount allocated by LSA SG | $ 0.00 |
| Total amount of reimbursement | $ 0.00 |

1. Be sure to completely fill out the above information. Incomplete forms will **NOT** be processed.
2. Be sure that all receipts are for the allocated expenditures **ONLY** (i.e. advertising, supplies, etc.).
3. **PLEASE MAKE COPIES OF ALL RECEIPTS**. If the receipt copy contains non-allocated expenses, please highlight the expenses allocated by BAC for reimbursement.
4. Incomplete forms will **NOT** be processed, and your allocation will be void.
5. Please contact the Budget Allocations Committee Chair and Vice-Chair at lsasgbudgetallocations@gmail.com with any questions that you may have about this process.
6. Email this sheet and copies of your receipts to the LSA SG Treasurer Kathryn McCaughey at kdmccaug@umich.edu.

**Please allow at least 10 days for reimbursements to be processed.**