**STUDENT CASH REIMBURSEMENT**

*Use this form to reimburse students under $300*

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**TOTAL AMOUNT OF REIMBURSEMENT** $______

**PURPOSE FOR REIMBURSEMENT:**

*(Only complete this section if reimbursing for trip/travel/conference related expenses)*

- TRAVEL DATE(S):
- TRAVEL DESTINATION(S):
- PARTICIPANT NAME(S):

*Mileage Reimbursement Rate: .575/Mile x (miles) = $______*

**SIGNATURE APPROVAL**

- Submitting Student Signature
- Advisor Signature
- Budget Administrator

*You must submit RECEIPTS or PROOF OF PURCHASE with this form*
Student Cash Reimbursement

Check List

- Always use a Xavier Tax Exemption Certificate when making purchases and save your receipts!
- Collect your receipts or proof of purchase
- Fill out form
- Get advisor’s signature
- Submit the form and receipts to the Office of Student Involvement for approval.
- You will be notified via email by the Office of Student Involvement when your form is approved, signed, and ready for pick-up. Pick-up the form from the Office of Student Involvement.
- Deliver form to the Office of the Bursar to receive cash.

Find Forms at: Xavier.edu/Clubs Under Club Finances

To use this form for a reimbursement you must:
- Need reimbursement for club related expenses under $300 (use the Check Request for reimbursements over $300)
- Have receipts or proof of purchase
- Know your organization’s Fund Number
- Have your advisor’s signature

Do I get reimbursed for sales tax?
Xavier University is a tax exempt institution. You will not be reimbursed for any sales tax. When adding up your reimbursement, subtract sales tax from the amount cash you are requesting. When making purchases you use the “Sales and Use Blanket Exemption Certificate” to avoid being charged sales tax. You can find a copy of certificate on Xavier.edu/Clubs, under Club Finances.

What is my Fund Number?
If you don’t know your organization’s fund number, email Crystal Guffey in the Office of Student Involvement at guffeyc@xavier.edu or check out the instructional video titled: What’s My Fund Number? at Xavier.edu/Clubs under Club Finances.

What Account Number should I use?
Refer to the ‘Frequently Used Account Number’ list and pick the number that you think best fits the type of transaction you are making. You can find this list at xavier.edu/Clubs under Club Finances.

When will I get the cash?
When you deliver the form to the Bursar you will receive cash on the spot.

Submit the completed Check Request Form with your advisor’s signature, vendor W9 and invoice (or receipts if paying a student) to:

Office of Student Involvement
210 Gallagher Student Center
Monday-Friday, 8:30am-5:00pm

Drop the form in the Financial Forms Drop-Box.

You will receive an email notification from the Office of Student Involvement when your form is approved and submitted for processing.