

**Hawkeye Community College
Clubs & Organizations Reimbursement Form**

Printed Name: _____

Student ID: _____

Budget Account Code: _____

Mailing Address (Where do you want the check mailed?): _____

Phone Number: _____

Email Address: _____

Club/Organization: _____

Purpose of Reimbursement: _____

Name of Event/Activity: _____

Date of Event: _____

Time of Event: _____

Location of Event: _____

Total Reimbursement Request: _____

Date Submitted: _____

Signature: _____

(See reverse side for checklist)

Reimbursement Checklist

Checklist must be completed before the reimbursement is processed.

Mark N/A for items that do not apply to your reimbursement.

- _____ Original itemized receipts are attached with a paper clip. Itemized receipts include and list all items purchased and their cost.
- _____ A detailed hotel receipt (FOLIO) with itemized charges for hotel room. Anything charged to the room will also need an itemized receipt for purchase, i.e. restaurant meal charged to room, room service bill.
- _____ A list of names of those who attended are attached for events that include food.
- _____ I understand sales tax is not reimbursed unless for hotel rooms or meals in accordance with Hawkeye Business office policy.
- _____ I understand tips are reimbursed for no more than 20% of the service. i.e. meals at restaurants, taxi fees.
- _____ All reimbursements must comply with the Hawkeye Business office policies.
- _____ Under no circumstances will alcohol be reimbursed or paid for by the college.
- _____ If traveling, provide address of origin and destination indicating total mileage. Mileage reimbursement for the 2022-2023 academic year is \$.50 per mile. (Students should not be driving their own vehicles for college sponsored event; therefore, mileage reimbursement is strictly for advisors).