

Receipt Log – Reimbursement Request

Complete this log with pertinent information and provide corresponding receipts. For missing receipts, complete a "Lost Receipt Verification Statement" and provide bank statement or obtain advisor's signature.

Reimbursement requests must be submitted **within 60 days of the purchase date or by June 15**, whichever comes first. Requests submitted after this deadline may not be eligible for reimbursement.

Club name: _____

Reimbursement description (travel, supplies, etc.): _____

Member name: _____ **Total reimbursement:** \$ _____

CWU email address: _____ **Cell phone number:** _____

[illegible]