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 backup documentation or obtain advisor's signature.

Club name: _____

Reimbursement description (travel, supplies, etc.):

_____

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

Date of Transaction	Business Location	Purchase Description	$ Total