



## RECEIPTS

- Gather **ALL** receipts for your event.
- Receipts should be itemized. Food and non-food items should be separated by receipt (i.e., food items on one receipt, non-food items on the other receipt).
- If you tip, the person receiving the tip (server, driver, etc.) must initial next to the tip amount.
- Please review the Receipt Guide for acceptable receipts. This guide can be found on your Google Drive.



## ISL REIMBURSEMENT FORM

- This half-sheet paper is located on Ms. Jackie's front door. If you're facing the mural in 210 Memorial Hall, her office is located to the right of the staircase (there is a whiteboard on her door).
- This form should be filled out by the person being reimbursed.



## FOOD JUSTIFICATION FORM

- Was food (anything you can consume, including beverages) served at the event?
- If **YES**, then the reimbursee **MUST** complete this form. This form can be found on your Google Drive.
- If **NO**, then the reimbursee does **NOT** need to complete this form.



## FLYER

- Please include evidence that your event took place.
- Examples: an official flyer, email invite/announcement, Facebook event page



An asterisk indicates a corresponding form that can be found on the Google Drive.