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).

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator and Title IX Coordinator for employees, 319-296-4405; or Title IX Coordinator for students, 319-296-4448; Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015; or email equity-titleIX@hawkeyecollege.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576, email: OCR.Chicago@ed.gov.