



DSA Reimbursement Request Form

Reimbursement requests must include this form. Tape or staple all receipts to this page. Submit via email (fundingdsa@gmail.com) OR slide under the door of the DSA office.

Approved Club or Grant : Franz Bibfeldt Society

Event (date and description): Oktoberfest social on 10/2/2022

How was the student body invited to the event? DSA listserv email and posters in Swift

Date of DSA listserv email: 9/21/22

Items: Sausages, pretzels, beer, cups, plates and napkins

Cost: Trader Joes: \$102.54, Kimbark Beverage: \$85.14 = \$187.68 total

Attendance (if less than 10, please include a separate list of last names): 25

Person(s) to be reimbursed: Martin Marty

Address 24 Bibfeldt Way Apt 3, Chicago IL 60637

Email mmarty@uchicago.edu

Student I.D. 1234567

Reimbursement forms are to be filled out and emailed to fundingdsa@gmail.com (with photos/copies of receipts), OR slid under the door of the DSA office (located in the student lounge in the basement of Swift Hall). If you are submitting a hard copy, please make sure to submit original copies of itemized receipts attached to the reimbursement form.

Reimbursements will be distributed through workday. If you are not already in the system you may need to submit a W-9 to ahuckabee@uchicago.edu. Please allow 1-2 weeks for processing.

In order to receive reimbursement, your DSA related event **must** be advertised on the dsa listserv - dsa@lists.uchicago.edu - **at least 48 hours before the event**. You may also request to have your event put on the DSA calendar and included in the weekly newsletter; please contact divinitystudentsassociation@gmail.com.