MEDICAL STUDENT UNION (MSU)
REIMBURSEMENT REQUEST (2017-2018)

- Please complete the following form and return it and all receipts to CHRISTIAN RENZ (mailbox dePorres 406) WITHIN 2 WEEKS of the event.

- Be sure all purchases are tax exempt (see Christian Renz or Alia Poulos if you need a copy of the Tax Exempt letter for Loyola). We cannot reimburse you for taxes if you accidentally pay them.

- NEW FOR 2017-2018: If you have not received a reimbursement from Loyola University of Chicago previously (medical equipment refund or previous reimbursement for anything else), you will need to fill out the attached W-9 form. Please make sure your information is legible. You can submit the W-9 with your other paperwork or you can also fill it out online and submit it directly to LUC. If you would like a link to the online copy, please email me at crenz@luc.edu.

Thank you,

Your MSU Board
MEDICAL STUDENT UNION (MSU) REIMBURSEMENT REQUEST (2017-2018)

Please complete the following form and return it and all receipts to CHRISTIAN RENZ (mailbox dePorres 406) WITHIN 2 WEEKS after the event. Be sure all purchases are tax exempt (see Christian Renz if you need a copy of the Tax Exempt letter for Loyola).

Please fill in ALL information below legibly

Name of Student Group/Class: ________________

Name of Event: ________________________________

Estimated Attendance: ________________

Date and Time of Event: __________________________

EVENT DETAILS:

Expenses (list amount & description):

__________________________________________

Total Amount Requested for Reimbursement: __________

For MSU Use Only:
Person and Amount

REIMBURSEMENT INFORMATION:
Name & Mailing Address of person to be Reimbursed (not Community mailbox):

__________________________________________

__________________________________________

__________________________________________

Phone #: _______________________________

Email address: __________________________

YOUR SIGNATURE: _________________________ DATE: __________