

Event Reimbursement Payee Information

Directions: Fill out either the **STUDENT PAYEE** information or **DEPARTMENT PAYEE** information, according to who incurred the expense for the event. Include this document with all others mentioned in the GSSA Event Reimbursement Checklist.

STUDENT PAYEE INFORMATION (use only if student incurred the expense)

Date:

Organization:

Amount to be reimbursed:

Student to be reimbursed:

TU ID#:

Tulane email:

Mailing address:

City/State/Zip:

Name of Event, Date, Location, and Description of Expense:

Event Reimbursement Payee Information

Directions: Fill out either the **STUDENT PAYEE** information or **DEPARTMENT PAYEE** information, according to who incurred the expense for the event. Include this document with all others mentioned in the GSSA Event Reimbursement Checklist.

DEPARTMENTPAYEEINFORMATION(Use only if department paid)

Date:

Organization:

Amount to be reimbursed:

Department to be reimbursed:

Department 6-digit account number:

Name of Event, Location, and Description of Expense: