



Program Reimbursable Expenses

1. No tax will be reimbursed. Hillel is a non-profit organization, and as such is tax-exempt. It is your responsibility to obtain a tax exempt form from the office.
2. All receipts **must be attached** to this form.
3. This form should be submitted for reimbursement **no later** than a week after program ends.
4. Hillel staff contact **must sign** for you to be reimbursed.

Student's name _____ phone _____ Email _____

Address _____

Event name _____

Event date _____

EXPENSE	AMOUNT

Total amount to be reimbursed \$ _____

Hillel staff:

1. ***Please initial each receipt.***
2. ***Please sign this form.***

Staff signature _____

Budget code _____

Please allow 2 weeks for processing your reimbursement.