Georgetown Law
Office of Student Accounts and Cashier
Student Expense Reimbursement Form

All Expenses must be adequately accounted for within 60 days after the expense was paid or incurred.
Employees can received their business expense reimbursement via deposit to their GoCard Debit Account, or GMS Employee Reimbursement.
Submit the original receipts, this form, and any other necessary documents to your department manager for approval and submission.

	Transaction Date	Amount	Ledger Account #*	Spend Category*	GMS Cost Center*	GMS Fund*	GMS Purpose Code*	GMS Program*	Gift/Grant	Project	Assignee
1	Precise Explanation of Business Expense:										
2	Precise Explanation of Business Expense:										

TOTAL AMOUNT: 0

* REQUIRED WORKTAGS (MAKE SURE THESE ITEMS ARE CORRECT)

To be completed by the Requester: Payment options (choose one):

_____ 1) **Deposit to Student Accounts**

_____ 2) **Deposit to GoCard Debit Account**

_____ 3) **Cash (up to $75 only)**

Options 1-3 will be processed by Office of Cashier/Student Accounts

_____ 4) **Check (complete the Miscellaneous Expense Form)**

_____ 5) **GMS (available only if the requester is on payroll)**

Options 4 & 5 will be processed by the department

For Requester Contact:

Requester - Print name	Signature	Date	Student GoCard UID#	Student NetID
Approved by Cost Center - Print name	Signature	Date	Approver Extension Number	Approver NetID

Cashier's Office Only

Cash Received By (PRINT)	Signature	Date
Petty Cash Custodian	Signature	Date

_____ Option 1 - Post in Banner use detail code SABS.

_____ Option 2 - Post in Banner use detail code SABS and SG99 then deposit the fund to GoCard Bbts

_____ Option 3 - Complete Miscellaneous Form

_____ Options 1-3 Process JV