

Please ensure you complete the form in its entirety and submit all required documentation to the appropriate Student Organization Treasurer.

### Student Information

Name	<input type="text"/>
Address/State/ZIP	<input type="text"/>
GUID	<input type="text"/>

### Reimbursement Request

Amount Requested	<input type="text"/>
Explanation	<input type="text"/>

Applicable organization	<input type="radio"/> GPPSA	<input type="radio"/> McCourt Policy Conference
	<input type="radio"/> GPPReview	<input type="radio"/> Public Policy OUT
	<input type="radio"/> McCourt School Consulting Club	<input type="radio"/> Women in Public Policy Initiative
	<input type="radio"/> McCourt Policy in Practice	<input type="radio"/> Latin American Policy Association

Requestor Signature	<input type="text"/>
Date	<input type="text"/>

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Treasurer Signature	<input type="text"/>
Date	<input type="text"/>

MSPP Authorization	<input type="text"/>
Date	<input type="text"/>

### PLEASE VERIFY THAT YOU HAVE COMPLETED ALL NECESSARY STEPS

- Reimbursements must be submitted within 90 days of purchase and an original itemized receipt is required.
  - A copy of your bank statement is required if payment was made with debit or credit card.
  - Reimbursements for expenses incurred after January 15 must be submitted by April 15.
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- Submit this form to the appropriate Treasurer along with your documentation.
  - Reimbursements will be mailed to your address on file in MyAccess, or direct deposited if a GU employee.

### 2015-2016 Student Organization Treasurers

GPPSA Treasurer: Rachel Rush-Marlowe rr944@georgetown.edu  
Consulting Club: Eric Simms es1096@georgetown.edu  
EduWorks: Emily Webb elw46@georgetown.edu  
GPPR: Erin Mullally enm40@georgetown.edu  
LAPA: Leonel Prieto ljp47@georgetown.edu  
MPIP: Jon Belford jb2402@georgetown.edu  
WPPI: Priscilla Pelli pap47@georgetown.edu  
Policy Conference: Jessica Clarke jdc251@georgetown.edu