

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

### Student Information

Name

Address/State/ZIP

GUID

### Reimbursement Request

Amount Requested

Explanation

#### Applicable organization

- GPPSA  McCourt Policy Conference
- GPPReview  Public Policy OUT
- McCourt School Consulting Club  Women in Public Policy Initiative
- McCourt Policy in Practice  Latin American Policy Association

Requestor Signature

Date

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Treasurer Signature

Date

MSPP Authorization

Date

### 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  
EduWonks: 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