

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: _____

*** 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)
- _____ 4) Check (complete the Miscellaneous Expense Form)
- _____ 5) GMS (available only if the requester is on payroll)

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

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		