Using the Voucher for a Reimbursement:

This can only be used to reimburse a student or staff/faculty member. Otherwise, follow instructions for a direct pay.

1. Complete a voucher form:
   • (A): Fill out all lines that apply, including the individuals Eastern ID number.
   • (B): Obtain student and advisor signatures
   • (C): Check applicable box – we recommend hold for pickup. You will receive an email when it is ready to be picked up in SABO.
   • (D): Check reimbursement. Note: Tax will not be reimbursed.
   • (E): Organization Name, Date of Minutes, Motion Number, BAM Index Number, Amount, Total & Description

2. Attach minutes and an original receipt.

3. Submit to Student Activities.