

[Staple here]

## University of Hawaii at Manoa Regents and Presidential Scholars Club Reimbursement Petition Form

Please fill out the information below and attach supporting documents/receipts behind this form.

Name: \_\_\_\_\_

Contact Info – Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

Expenditure Purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate what documents/receipts are attached:

\_\_\_\_\_  
\_\_\_\_\_ Amount: \$ \_\_\_\_\_  
\_\_\_\_\_

Officer's Authorization: \_\_\_\_\_

Treasurer's Authorization: \_\_\_\_\_

**For Treasurer's Use:**

Amount: \$ \_\_\_\_\_ Notes: \_\_\_\_\_

Date reimbursed to petitioner: \_\_\_\_\_

\_\_\_\_\_