



SOAC Expense Report

2020-2021

Organization Information

Organization Name: _____ Tax ID # (EIN): _____

Contact Person: _____ CWID: _____

Email: _____ Phone #: _____

Event Information

Event Type (check one): ☐ On-Campus ☐ Travel

Name of Event/Program: _____

Date(s): _____ Attendance (on-campus event only): _____

Total of Approved Expenses: \$ _____

To be considered complete, all expense reports must include a detailed, line-item budget of all expenses approved for funding. Reimbursements will be applied to actual expenses up to the approved amount for approved items only.

Certification

Signature of Organization President

Signature of Organization Advisor

Date received (*office use*):

Expense Report Checklist

Attach the following items to the report

- ☐ Detailed Event Budget
- ☐ Receipts and supporting documentation
- ☐ Bank statement or voided check showing expenditure cleared account
- ☐ List of travel participants (*travel only*)

Please return the completed form to the Student Government and Student Organizations Suite on the first floor of the Rayburn Student Center. Questions should be directed to the Assistant Director for Student Government and Student Organizations at Jeremy.Sippel@tamuc.edu.



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Please answer the following questions:

For travel: What did you learn from the travel experience and how will you apply this knowledge to your organization?

For Travel: What have you brought back to share with your members who were not able to attend?

For event: What did you learn from hosting this event?

For event: Was this event successful, why or why not?

For all events/travel: How has this event/travel positively or negatively impacted your organization?