

Student Reimbursement Form: June 1, 2023 - May 31, 2024

Lewis & Clark Law School

Instructions:

- 1) Use this form for purchases that meet the criteria for reimbursement. Payment for *services* must be paid directly by Lewis & Clark (per IRS requirement). You **WILL NOT** be reimbursed for payment for services.
- 2) Fill out the form and attach original itemized receipts.
- 3) If GIFT CARDS are purchased, the name(s) of the gift card receipts must be attached.
- 4) Turn in completed form and receipts to SBA Treasurer at the drop box outside the SBA Office next to Classroom 1.
- 5) Processing time is between two to three weeks, unless additional information or documentation is needed.
- 6) A paper check will be mailed to you unless you sign up for direct deposit (see instructions on the back of this form).

Student/Company to be reimbursed: _____ Student's LC ID Number _____

Student Group Name: _____

I hereby certify that all expenses on this report were incurred for LC business purposes & conform to the LC travel & entertainment policy.

Student Signature: _____

Group Treasurer Name: _____

Group Treasurer Initial: _____

| Receipt Date: | Description/Purpose/Event: | Where Purchased: | Amount: | Account #: (SBA Treasurer completes this) |
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Total Amount Requested:

SBA TREASURER USE ONLY

SBA Treasurer Initials _____

Date Processed to Law Business Services: _____

Sign Up for Direct Deposit

If you wish to set up direct deposit for reimbursements and payments from Lewis & Clark, please follow the instructions below.

Direct deposit for reimbursements and payments is separate from direct deposit for payroll or financial aid refunds.

Set Up Steps:

- 1) Log In to WebAdvisor: webadvisor.lclark.edu
- 2) Click "Students" from the menu in the upper right hand corner.
- 3) Under the Financial Information header, click "Bank Information (Self Service)."
- 4) Click "+ Add an Account" on the right side of the screen.
- 5) Move the "Activate" slider to the right, and then click on the "Next" button.
- 6) A pop-up window will ask you to input your banking information.
- 7) When complete, click the box at the bottom of the pop-up agreeing to terms and conditions.
- 8) Click "Submit."

The image shows a sample check form with the following fields and values:

- Amount: 2400
- Date: _____ 19 _____
- Phone Number: 91-548/1221
- PAY TO THE ORDER OF: _____
- Amount: \$ _____
- DOLLARS
- FOR: _____
- Routing Number: 1222105278
- Account Number: 6724301068
- Check Number: 2400

PLEASE NOTE:

This will **not** change the way that you receive your payroll earnings or financial aid refunds. To set up direct deposit for payroll earnings, please login to Workday and navigate to "Pay" and "Payment Elections." In order to set up direct deposit for Financial Aid/Student Account refunds, visit lclark.afford.com.