



A&M  
COMMERCE

# SOAC Expense Report

2023-2024

## Organization Information

Organization Name: \_\_\_\_\_ Tax ID # (EIN): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Event/Travel/1X Information

Funding Type (check one):  On-Campus  Travel  Operational Funding

Name of Event/Program/Conference/Purpose of Operational funding: \_\_\_\_\_

Date(s): \_\_\_\_\_ Attendance (on-campus event only): \_\_\_\_\_

Amount Expensed (how much you spent): \$ \_\_\_\_\_

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

Original receipts with zero balance

Answered questions on Expense Report

Please return the completed form to the Student Engagement Suite on the second 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](mailto: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? Impact the university?