

Stanford Law School

REIMBURSEMENT FORM

****ORIGINAL RECEIPTS REQUIRED****

Name of person incurring expense:

Street Address:

City, State, Zip:

Phone #:

Email Address:

Total Amount Requested:

Sponsoring Stanford Law School Organization:

Date of Presentation/Workshop:

Business Purpose*:

Signature of Person Seeking Reimbursement

Date

Signature of Student Organization/Journal Treasurer (or other Representative)**

Date

Name (of above):

Email:

*In general, a Business Purpose should be written so that someone reading it at some future time (e.g., an auditor reviewing the expense 2-3 years later) would have no questions about the activity and why it was a [permissible Stanford expense](#). It should include six basic elements (a brief summary, who, what, when, where, and why). See attached guidelines for details.

** Student Org representative cannot be the same as person seeking reimbursement.

Stanford Law School

Guidelines for Writing a Clear Business Purpose

The Business Purpose should include **six** basic elements:

1. **Brief Summary** of the expense, which will display on reports

The first 30 characters of the business purpose will display on reports and so should be a brief description of the expenditure. If your event will have multiple expenditures for the same event, this summary should be consistent for all expenses.

2. **Who** was involved in the activity?

Give the name(s) of the person(s) and their organization and/or department involved in the activity. You can either include the names and affiliations in the business purpose if you have only a few attendees, or you can submit an attendance list with your documentation.

3. **What** was purchased?

Explain the expense (e.g.: lunch for attendees).

4. **When** did the activity occur?

Indicate the date or inclusive dates the activity took place. Specific dates are also part of the item descriptions, and dates included in the Business Purpose can be more general (the dates of an entire trip, for instance, instead of the date of each meal).

5. **Where** did the activity take place?

Give the location of the activity: to/from destinations, restaurant name and city, or other appropriate information.

6. **Why** was the activity done and how did it benefit Stanford?

Describe the benefit to Stanford. For example, does it further ongoing research or teaching efforts?

In general, a Business Purpose should be written so that someone reading it at some future time (e.g., an auditor reviewing the expense 2-3 years later) would have no questions about the activity and why it was a [permissible Stanford expense](#).

Sample business purpose descriptions:

PI-Retreat-041616: Lunch from Café Primavera for students (48, attendee list included) at the Public Interest Retreat on 16-APR-2016, held at Stanford Law School. The retreat was a full day of programming (agenda attached) for incoming PI fellows and PI mentors, to work on skills-building exercises, build community, and organize committee assignments for the next year).

WelcomeReception-092716: Catering from Café Primavera for attendees (185, attendee list included) at the 2016 Public Interest Welcome Reception at Stanford Law on 27-SEP-2016. The reception is intended to bring together the SLS public interest community in order to welcome new students and introduce them to their public interest peers and talk about the various public interest opportunities available to them at SLS.

PI-FacultyPanel-091516: Lunch from Med Wraps on 15-SEP-2016 for 1L students attending a talk by SLS professors, 'Faculty Perspectives on Public Service.' The panel served to inform students about the various paths our faculty have taken to (and through) public interest and public service, and offered faculty advice for students going in to public interest. Attendee list included.

AMIR-Villalobos-092916: Lunch from COHO on 29-SEP-2016 for SLS attendees at a talk by alumna Stacy Villalobos, JD '15, a Skadden Fellow at Legal Aid Society – Employment Law Center. Ms. Villalobos talked with students about her work and career. The lunch was intended as an opportunity for current students to network with a legal practitioner, to learn about possible career paths, and to learn more about the substantive area of law she practices.

SALDF-[studentname]-Reimb: Reimbursement to SLS student [name] for round-trip mileage to Madera, CA on 15-APR-2016 as part of the Stanford Animal Legal Defense Fund (SALDF) Pro Bono project. Stanford pro bono projects allow students to get real-world legal experience while volunteering their time. SALDF filed a records request in Madera County for records relating to their operations of county animal shelters. The county required that the records be viewed in person under the supervision of county personnel so the students had to travel to Madera County.

BRIEF SUMMARY

WHERE

WHEN

WHAT

TaxProBono-[studentname]-Reimb: Reimbursement to SLS student [name] for pizza served at an evening training of the Tax Pro Bono Program on 20-JAN-2016 at Stanford Law School. Students participating in the Tax Pro Bono program assist eligible community members in completing their taxes and the training was necessary to instruct students on the rules and requirements of the job. The group served dinner because the only time they could meet was over dinner time. Attendee list included.

WHO

WHY WAS THE PURCHASE MADE. & HOW DOES THE EVENT BENEFIT SLS.