

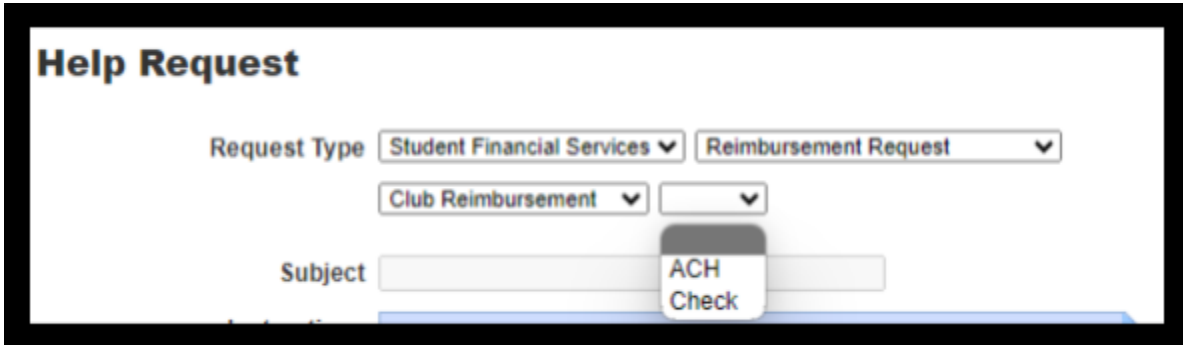
# Help Desk: Club Reimbursement Guide

1. **Go to [Help Desk](#)**

1.1. You will need Caltech credentials to access this

2. **Select Request Type**

2.1. Student Financial Services → Reimbursement Request → Club Reimbursement



The screenshot shows a web form titled "Help Request". Under the "Request Type" section, there are three dropdown menus. The first dropdown is set to "Student Financial Services", the second to "Reimbursement Request", and the third to "Club Reimbursement". Below these, there is a "Subject" field with a dropdown menu currently showing "ACH Check".

3. **Select ACH or Check**

3.1. ACH is a direct deposit and is only available for Caltech students.

3.2. Check is used for services and non-Caltech payees

4. **Subject**

4.1. Include Payee Name

5. **Request Detail**

5.1. Include reason for request, description and date of any event, etc.

6. **Payee Name**

7. **Payee UID**

8. **Payee Mailing Address**

8.1. If Check option selected

9. **Club Officer Position**

9.1. Only president, vice president, treasurer, or secretary can make request

10. **Club Bursar Number**

11. **Does your Club Bursar Account have the funds to cover this reimbursement?**

11.1. This will help us determine if we need to touch base with the Bursar's office prior to approving the request

12. **Club Name**

13. **Amount**

14. **Carbon Copy (Cc:)**

14.1. Add payee email here so they are in the loop and we know how to contact them

15. **Attachments**

15.1. Add all receipts and approvals from ASCIT, GSC, or Erica Crawford