

Team Budget

Each team has a budget of \$50 **per classroom** to support hands-on activities for the school year. The primary purpose of the budget is for the purchase of consumable educational materials to be used by students. Examples of appropriate expenditures include organs for dissections, balloons to make lung models, etc. The budget **cannot** be used to purchase snacks, candy, or gasoline for transportation. Please, save your receipts and fill out the form provided in order to get reimbursed for your expenses.

Remember to always check with SEP for supplies, as well. The SEP Daly Ralston Resource Center has a tremendous inventory of supplies, both consumable and non-consumable. In addition, SEP has a dungeon full of assorted equipment and various supplies!

Reimbursement Form for UC Volunteers

1. Complete this form

Questions? Contact:

Sabine Jeske, 476-3756, Sabine.Jeske@ucsf.edu (Bio&ChemTeach)

Ben Koo, 502-6689, Ben.Koo@ucsf.edu (STAT)

Jean MacCormack, 476-0338, Jean.MacCormack@ucsf.edu (MedTeach & HealthTeach)

Your Name: _____

Your Email Address : _____

SFUSD School Where You Volunteered: _____

SEP Program

STAT MedTeach BioChemTeach HealthTeach

Lesson(s) for which materials were used: _____

Total amount of reimbursable expenses from all receipts: \$ _____

2. Paper clip your itemized receipts to this form (no staples or tape, please).

3. Mail or Deliver this form and your receipts to:

Campus Mail - SEP, Box 0905

US Mail – SEP/UCSF, Box 0905, 100 Medical Center Way, SF 94143

Deliver to - SEP, 100 Medical Center Way, Woods Building, Upper Floor

4. Once we receive your reimbursement request, we will send you an email with detailed instructions on additional steps for you to complete in UCSF MyExpense for us to process your reimbursement.