1. Complete this form

Questions? Contact:
Sabine Jeske, 476-3756, sabine.jeske@ucsf.edu (STAT)
Jessica Allen, Jessica.allen@ucsf.edu (HealthTeach/MedTeach)
Lakisha Witzel, 476-0337, lakisha.witzel@ucsf.edu (Bio&Chem Teach)

Your Name: ________________________________________________________________

Your Email Address: _________________________________________________________

SFUSD School Where You Volunteered: _________________________________________

SEP Program (check one):

    ☐ 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.

3. Mail or Deliver this form and your receipts to:
   Campus Mail - SEP, Box 0905
   Deliver or send via US Mail – 100 Medical Center Way, Woods Building SF 94143

4. Add our administrative assistant as a delegate on "UCSF MyExpense." UCSF students and staff are now being paid reimbursements via an online program called "MyExpense." In order to get a reimbursement from SEP, you must add our administrative assistant as a delegate on MyExpense. You will get an email from SEP’s administrative assistant, Solange Arbesu-Sala, with detailed instructions for this process once this form has been received.