

Student Reimbursement Form

The original itemized receipt will be required for reimbursement. Please attach it to the back of this form.

- If this is for an event, include name of the event, date of event and the list of attendees.
- If you do not have an itemized receipt, obtain one from the vendor.
- If you do not have the original receipt, submit the copy along with a letter/email stating why the original receipt could not be found and that you will not be seeking reimbursement from any other source for this same purchase.
- Receipt must show method of payment (cash, credit card, check). For personal checks, attach a copy of the front and back of the cashed check. You can get a copy of this check from your account online.
- Include copy of the email approving the expense.

Reimbursement to: _____

Mailing address: _____

TOTAL REIMBURSEMENT AMOUNT: _____

Approved by: _____

Date: _____

Fund: _____

Project Code: _____