

GENERAL REIMBURSEMENT REQUEST

In order to reimburse you, campus requires original receipts, showing full payment received. If you do not have a receipt showing payment, a copy of the front and back of a cancelled check or credit card statement is required. Please fill out and submit this form with your receipts, taped (do not staple) individually to 8.5x11 paper.

Name:	Employee/Student ID#:
Email:	Total Reimbursement Amount:

Item Description	Purchase Justification	Amount

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Please indicate what funding source you prefer, or include any additional comments.

Signature of Payee

Date

Approver Name (Printed)

Title of Approver

Approver Signature

Date