

Reimbursement Submission Form

Full Name: _____
Last
First
M.I.

Mailing Address: _____
Street Address
Apartment/Unit #

City
State
ZIP Code

Email: _____ Phone: _____

Award: _____ Approved Amount: _____

Reason for Expense(s): _____

Documentation Check List		
Travel	Business Meals	Research Supplies
<ul style="list-style-type: none"> <input type="radio"/> Award letter or email approval for the expense <input type="radio"/> Airfare confirmation and hotel folio showing proof of payment <input type="radio"/> Boarding passes <input type="radio"/> Conference name badge <input type="radio"/> Conference agenda/program or email invitation 	<ul style="list-style-type: none"> <input type="radio"/> Award letter or email approval for the expense <input type="radio"/> Itemized meal receipt and payment slip <input type="radio"/> List of guests in attendance 	<ul style="list-style-type: none"> <input type="radio"/> Award letter or email approval for the expense <input type="radio"/> Itemized receipt(s) showing proof of payment
<input type="radio"/> Missing/Inadequate Documentation Report form <i>(if applicable)</i>		

Signature: _____ Date: _____