

**REQUEST FOR REIMBURSEMENT  
(other than travel)**

**Itemized receipts are a must. Credit card receipts are not valid.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Visa Status: US Citizen \_\_\_\_\_ Other \_\_\_\_\_ Visa Type \_\_\_\_\_

Office telephone #: \_\_\_\_\_

Employee ID # EID \_\_\_\_\_

Account Name/Number/Commitment if you know it:

\_\_\_\_\_

Who authorized the expenditure:

\_\_\_\_\_

Purpose for the expenditure:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List attendees if reimbursing restaurant receipts:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_