PLEASE ALLOW 4 - 6 WEEKS TO RECEIVE REIMBURSEMENT CHECK

INFORMATION NEEDED TO PROCESS REIMBURSEMENTS

Receipts

_____

Staple*
Original
Receipt(s)
Here

_____

Staple (do not tape)*
additional receipts
to a blank sheet of paper and
attach this cover sheet
at time of submission

Tape degrades the ink used on most receipts, making the receipt illegible, so* ***DO NOT* *use tape on receipts needed for reimbursements.*

Name of person to be reimbursed:

_____

Duke unique id:_____

Student organization receipt is associated with:

_____

Total amount requested for reimbursement:_____

Brief explanation of receipt(s):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

If receipts are for student organization travel, please include:
Reason for travel: _____
Dates of travel: _____
Destination: _____
If flights were taken, are boarding passes attached?_____

If receipts are being submitted for meals, please include:
Number of attendees: _____
Location where meal was held:_____

(If the number of people present at the meal is less than 11, names of attendees must be provided.)

1)_____
2)_____
3)_____
4)_____
5)_____
6)_____
7)_____
8)_____
9)_____
10)_____

* I certify that the information detailed above is factual and that the purchases were made on behave of Duke Law School.

Signature of payee*: _____ **Date:** _____

Signature of treasurer: _____ **Date:** _____

Office of Student Affairs use:	**Date Received:**
Notes:	