PLEASE ALLOW 4 - 6 WEEKS TO RECEIVE REIMBURSEMENT CHECK

INFORMATION NEEDED TO PROCESS REIMBURSEMENTS

Receipts

_____

Tape*

Original Receipt (s)

On Separate Sheets

And attach with paper clip

_____

**Be sure to tape ONLY the edges of the receipt. 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 over printed text on receipts.*

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:	