

Name: _____

Total Amount of Reimbursement*: _____

Event or Reason for Reimbursement:

Any additional notes or information:

Please tape receipts to individual 8.5x11" sheets of paper, one (1) receipt per sheet of paper (Accounting department rules, not mine ;-). The backs of printer cover sheets work great and are a good form of recycling.

Please paper clip your receipts together with this form. Please do not staple receipts to the individual sheets or as a group with this form. Stapling will mean I'll be redoing it to comply with Accounting's submission requirements. (-:

If I'm unavailable at my office, Wean 8120, you may wish to get an inter-office envelope from the Main Office and put it in my mailbox in the Main Office or slide it under my door.

If you have any questions about the process or about your reimbursement please don't hesitate to contact me via E-mail (jennsbl @ cs) so we can answer questions or track reimbursement progress.

If you are not currently in my Oracle reimbursement list it may take a few days to have you added to enable me to properly reimburse you. Please be advised that reimbursements need to be filed with accounting within 30 days of your last day of travel or there are additional steps we must take that will delay your receipt of the reimbursement.

Thank you,
Jennifer Landefeld

*If tax was paid it cannot be reimbursed unless it was for a meal at a restaurant or for a hotel room. There are 1 or 2 other exceptions, please check with me if you are unsure whether tax you paid will be reimbursed by the University.