



Directions: Complete itemized list of actual expenses and attach all receipts to this form and enter purchase order number. Upon signature by School/Department Administrator send this form with attached receipts to the Central Office Business Department for processing.

<b>Date:</b>		<b>Submitted By:</b>	
<b>School/Location:</b>			

**Itemized List of Actual Expenses for Reimbursement**

	Description of Reimbursement	Anticipated Costs	Purchase Order Number
<b>Products</b>			
<b>Services</b>			
<b>Dues/ Fees</b>			
<b>Food</b>			
<b>Other</b>			

**Prior Approval Needed for All Reimbursements**

Approved By (Cost Center) Administrator: Signature:	Date:
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*A copy of this voucher reimbursement form will be maintained in the Business Department and sent to the originating requester. All receipts must be attached to this form for reimbursement to be processed.*