



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. Reimbursement is processed upon the return from the event and with proof of attendance.

Date:		Submitted By:	
School/Location:			

Itemized List of Actual Expenses for Reimbursement

	Description of Reimbursement	Anticipated Costs	Purchase Order Number
Workshop or Conference or Event			
Food			
Lodging			
Transportation			
Other			

Prior Approval Needed for All Reimbursements

Approved By (Cost Center) Administrator: Signature:	Date:
--	-------

A copy of this voucher reimbursement form will be maintained in the Business Department. All receipts and proof of attendance must be attached to this form for reimbursement to be processed.