

Reimbursement – This template can be copied and pasted in your email for submitting a non-travel related reimbursement. Scan and attach the receipt or invoice to your email with subject line containing the word REIMBURSEMENT. Be sure image is legible.

Department:

Name:

Vendor:

Date Item(s) Purchased/Received:

Project # or fund for payment:

Faculty Name, if applicable:

Amount: \$

Description or list of items (if not clearly listed on receipt or invoice):

Justification of purchase (provide use/benefit):

If applicable, please provide:

TA#

Rental Agreement#