

NON-TRAVEL REIMBURSEMENT REQUEST

Name: _____

Is this for a meal? Please make sure to include the College Meal Form.

Attach your original, itemized paid receipt.

NOTE: Please PAPERCLIP your receipt(s) to this form.

Please do not tape, highlight, or staple your receipt(s)

Business Purpose:

Funding source:

- Section Discretionary (includes candidate meals)
- Start-up funds
- Baumer funds
- Banvard Gallery funds
- Other – please specify name or program or project:
