

**RECEIPTS:** To expedite your reimbursement, all receipts must be "Taped", *and not stapled or glued*, to an 8 1/2 x 11 sheet of paper. All receipt information must be visible and legible. Affix as many receipts as possible to a page in chronological order. *Do not highlight receipts.* If your report is claiming a meal expense that included additional people, please list the attendees being claimed. PLEASE INCLUDE THE REASON (DETAILS) FOR THE EXPENSE. If these instructions are not followed, it could affect the timeliness of your reimbursement

### Center for Language & Speech Processing Expense Reimbursement Form

<b>Name</b>	Employee/Personnel Number		
	<b>Funding Source</b>		
<b>E-mail</b>	<b>Account No.</b>		
<b>Purpose</b>			
<b>Mailing Address</b>			
<b>Expenses</b>	<b>Dates</b>	<b>Details</b>	<b>Amount</b>
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Meals</b>		Detailed Receipts Needed	\$
		Detailed Receipts Needed	\$
		Detailed Receipts Needed	\$
		Detailed Receipts Needed	\$
<b>Subtotal</b>			\$
<b>Less amount paid by company</b>			\$(     )
<b>Total amount owing to employee</b>			\$
<b>Payee Signature</b>		Date	
<b>Advisor / Administrator Signature</b>		Date	