

# Reimbursement Request

Department of Economics  
Vanderbilt University

## **IMPORTANT REMINDERS:**

- ALL items (including, but not limited to, books, electronics, furniture, and supplies) purchased with University funds (including research accounts) remain the property of Vanderbilt University and must be relinquished upon your departure.
- **ATTACH RECEIPTS:** Please attach original receipts with as much detail as possible. For meal reimbursements, please supply a detailed receipt showing all food items purchased AND the total amount spent. Alcohol must be listed separately. Please circle alcohol on receipt.

*Instructions: Please complete on your computer and then print OR print and fill out by hand. Either way, please submit this form to Margaret along with the originals of all receipts.*

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_
2. Employee ID: \_\_\_\_\_
3. If address has changed since last request, please complete. **Students must always complete address.**

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Citizenship status: \_\_\_\_\_

4. Amount to be reimbursed: \_\_\_\_\_
5. Center ("account") to be charged: \_\_\_\_\_
6. Please describe purpose of purchase in full: \_\_\_\_\_
  
7. Please name all individuals in attendance if reimbursement is for a meal: \_\_\_\_\_