

Aerospace Engineering Request for Reimbursement

Complete all information below and obtain your Advisor's approval. Attach and submit

ORIGINAL RECEIPTS within 90 days to the Business Office, 3179 Martin Hall.

Note: Reimbursements are not guaranteed; use of the OPRS order system is preferred. Self - procurement of materials is done at your own risk. See the business office for further clarification if needed.

Name		UID #	
Address		City, St, Zip	
Telephone Number		Email	
Advisor Name		Account to Charge	
Advisor Signature			
Other Authorization			

List each receipt below:

Vendor Name	Items Summary	Reason for Purchase	Total
Total to be Reimbursed			

Please explain how this is a university related expense. _____

For Office Use Only

Kuali Ref Number: _____	DV Number _____
Date Processed _____	Staff _____