

Reimbursement Request

Instructions

1. Fill out this form and return it to the A&S-GSO Administrative Assistant (AA) in 5141(5125) Sennott Square, along with the original receipts and a list of the names of the people who attended the event (see reverse).
2. Have your department representative approve the expense.
3. The AA will generate a form which you will need to sign, either at the time you drop off the receipts or at a time you arrange later.

Another option is:

1. Send the information requested on this form to the AA by email, including the itemization of the receipts.
2. Have your department representative sign the completed form or email his or her approval to the AA.
3. Make arrangements to bring in the original receipts, the list of people who attended the event and the approval of your representative to 5141 (5125) Sennott Square and sign the accounting form at that time.

Important: If you are being reimbursed for expenses from more than one source (such as your department) please contact the AA (412.624.6698 or asgo@pitt.edu) before starting any paperwork.

Today's Date _____ Department _____

Name (please print) _____ Social Security Number _____

Address to mail the check _____

Email _____ Phone Number _____

Are you a student? yes no Are you an employee of the University? yes no

Have you received a check (other than a paycheck) from the University? yes no

If so, was the check mailed to the same address? yes no don't know

Do you have any outstanding advances with the university? yes no

Is this payment to clear an advance? yes no If yes, what was the date of the advance? _____

For events

Purpose of event _____
Date of event _____ Location of event _____
Attach a list of names, first and last, of people who attended the event. Please see reverse.

List of receipts (attach additional pages if necessary)

Date	Vendor	Description of Expense	Amount
Total of Reimbursement Requested			

I attest that expenses listed here are valid and conform to the provisions established in the Travel and Business Expense Policy and expenses have not been paid through a Business Travel Request, Disbursement Request, Travel Advance or outside organization.

Signature: _____

Approval of Department Representative (You cannot approve your own reimbursement).

Your representative can also email his or her approval to asgo@pitt.edu.

Name _____ Signature _____ Date _____