



## Request for Reimbursement/Check Request

**Warning:** Travel reimbursement requests must be submitted **no later than 45 days** from the end of the transaction.

### INSTRUCTIONS:

- Please only submit this form **after** funding has been approved.
- Please use one form per receipt.
- For entertainment expenses include the following 3 items to abide by IRS rules:
  - a. Itemized receipt   b. Who attended   c. What the event was for
- Attach original receipt to this form and return to department administrator **Youngie Yoon**.

Transaction Information (To be filled out by requester)	
Submission Date:	Transaction Date:
Request by:	
Budget # (if known):	
Description of event and (if applicable) attendees:	

FOR OFFICE USE ONLY	
Obj-Sub Code:	Total Payment:
Check Processed by:	Date:
Notes or Comments:	

Note: Only use Friends of Asian L&L budget (64) for food, entertainment or gifts.