

ANTHROPOLOGY REIMBURSEMENT FORM rev 2018

CHECKLIST

- Original itemized receipt(s).*
- Missing receipt form completed with wet signature for all missing receipts.*
- Food and drinks separated on receipts for groceries.*
- Proof of Payment (indicated on receipt or copy of cancelled check or bank statement)*
- No shared expenses. Your name listed as sole purchaser.*
- Additional documentation required by Academic Senate Grant or similar.*

DATE: _____ ACCOUNT TO CHARGE: _____

AMOUNT: _____ PAYABLE TO: _____

MAILING ADDRESS: _____

DESCRIPTION AND PURPOSE OF EXPENSE(S):

RECEIPT # (1,2, ETC.)	ITEM(S)	VENDOR	PURPOSE/PROJECT	AMT TO BE REIMBURSED

I certify that the above is a true statement, that the expenses claimed do not include alcohol and were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University policy.

Signature: _____

Print name: _____