

Aerospace Engineering Request for Reimbursement

Complete all information below and obtain your Advisor's approval. Attach and submit
ORIGINAL RECEIPTS within 90 days to Laura Thorsen, 3179D Martin Hall, x 5-1136.

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, State, Zip	
Telephone Number		Email	
Advisor Name		Advisor Signature	
Account # to Charge			
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

JV Req Number: _____	DV Number _____
Date Processed _____	Staff _____