

# REIMBURSEMENTS REQUEST FORM

(updated 10/26/11)

This form is for the reimbursement of:

- **STUDENTS** - business, non-travel related purchases only (travel expense report should be filled out for travel - <http://vpfa-forms.bu.edu/ct/>).
- **GUESTS** - for all reimbursement purchases
- **FACULTY/STAFF** - nothing. Faculty/Staff should use the Travel and Business Expense Report for all reimbursements (<http://vpfa-forms.bu.edu/ct/>).

Please note that tax is not reimbursable. Computers and/or computer peripherals will not be reimbursed.

Proof of purchase can be a receipt or an email from the vendor with your name on it and showing that the purchase was paid for by you (if the billing address is in another name, we cannot reimburse you). Travel reimbursements must include itinerary and proof of flight (such as the ticket stub if flight was the mode of transportation).

Please fill out this form completely to ensure prompt return of your reimbursement.

**ORIGINAL RECEIPTS MUST BE ATTACHED.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

BU ID Number (if you have one): \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Amount: \$ \_\_\_\_\_ Account to be charged: \_\_\_\_\_

Details of expense (please provide a complete explanation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUTHORIZATION FOR STUDENTS:

Supervisor Signature \_\_\_\_\_

Printed Authorized Signature \_\_\_\_\_