

Univeristy or college Name

General title

Event date and location

Summary

Meals: \$100

Mileage: \$150

Lodging: \$200

Total: \$450

Photo of credit card used

Please blur or cover the first 12 numbers.

PIP only needs the last 4 to verify. Never send the full credit card number.



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Meal reimbursement example

Use separate sheet for each meal

Location and date of meal

All names of those who had meals purchased for them

Total amount of meal

Copy of receipt



IMAGE
OF
SIGNED
RECEIPT



IMAGE
OF
SIGNED
RECEIPT

Univeristy or college Name

General title

Event date and location

Lodging reimbursement example

Use separate sheet for each room

Location and dates of lodging

All names of those who had lodging purchased for them

Total amount of lodging

Copy of receipt



IMAGE
OF
SIGNED
RECEIPT



IMAGE
OF
SIGNED
RECEIPT

Univeristy or college Name

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Mileage reimbursement example

Use separate sheet for each vehicle

Location and dates of travel

All names of those in vehicle

Total distance traveled

Copy of fuel/rental receipt

IMAGE
OF
SIGNED
RECEIPT

IMAGE
OF
SIGNED
RECEIPT