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.
University or college Name
General title
Event date and location

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
University 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
University or college Name
General title
Event date and location

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