

Reimbursement Form & Guidelines
DREXEL EMPLOYEES, STUDENTS & FACULTY ONLY

Name:

ID #:

Home Address:

What account would you be reimbursed from?:

(If you are being reimbursed by the Department, please check with Brenda or Dr. Twiss prior for authorization)

Total Amount for reimbursement:

Please supply reasoning for receipts. (Such as: meals at a Conference or laboratory supplies)

Please supply all ORIGINAL & ITEMIZED receipts.

Some things to remember:

- You will need a copy of your credit card statement highlighting the charge if it was for a large purchase such as train, plane, hotel or conference registration.
- Please keep in mind prior that the University does not reimburse for alcohol on any account!
- If you are being reimbursed for mileage on your personal vehicle, the University will need a map or directions that show the total mileage from point A to point B
- For attending a Conference, you can pay for the registration fees in advance but if you wish to be reimbursed, you cannot be reimbursed until after you actually attend the Conference. You will need your original name badge to be included in this reimbursement package
- If the charges were made on a Drexel P-card, no reimbursement is necessary, just be sure to reconcile with the correct account information.
- If you are a Drexel employee, student or faculty member and are making purchases on things such as supplies or meals that total to \$100.00 or less with cash or a debit card (receipt must say debit or cash on it) then a cash slip can be processed instead of a check request. A cash slip will take up to 48 hours to be processed and the reimbursement can be picked up from the Comptroller office in the Main Building with your Drexel University I.D. after I notify you that the cash slip is ready to be picked up from me.

Please have this form completed and returned to Kerin Books, kp35@drexel.edu in Stratton Hall, Room 118, no later than 30 days after the event or items were purchased.

If you have any questions, please feel free to contact Kerin Books via the e-mail address above or at 215-895-2624.