Reimbursement Form & Guidelines FOR ALL NON-DREXEL EMPLOYEES, FACULTY OR STUDENTS

Name:

Social Security #:

Home Address:

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 <u>personal vehicle</u>, please note that you will need to be reimbursed for mileage & your home address will need to be provided.

* Please have this form completed and returned to LaShelle Isreal at lai23@drexel.edu, no later than 30 days after the event or items were purchased. If you have any questions, please contact LaShelle Isreal at the above email address or phone at 215-895-2614.Thank you! *