Pratt

# GRADUATE STUDENT ENGAGEMENT FUND

## REIMBURSEMENT REQUEST FORM

2022-2023



## GENERAL INFORMATION

**TYPE OF APPLICATION:** ❑ INDIVIDUAL ❑ JOINT **DATE:**

**PROJECT TITLE:**

**PROJECT START DATE:** **PROJECT END DATE:**

**PRIMARY APPLICANT'S NAME & EMAIL:**

Complete the following section with payee information.

## PAY TO

**NAME:** **PRATT ID:**

**PREFERRED ADDRESS:**

**PHONE:** **EMAIL:**

Complete the following section using the **dropdown** to select an expenditure type, grouping expenses together by type. List amount, vendor, and date of expense. Label the receipts/bank statements with numbers that correlate to the appropriate column. In the case of a missing receipt, use a bank statement, blacking out everything but the expenditure. Attaching both a receipt and bank statement verification for the same purchase is unnecessary. Remember to attach **all** receipts and statements. Add or delete additional pages as necessary.

***Attach countersigned award letter as the final page of this expense report.***

| EXPENDITURE TYPE | AMOUNT | VENDOR | DATE | RECEIPT | STATEMENT |
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| TOTAL: | $ | | | | |

| *PAYMENT VOUCHER AUTHORIZATION - FOR PROVOST USE OFFICE ONLY* | | |
|---|---|---|
| *DATE* | *BUDGET CODE(S)* | *TOTAL* |
| | | |

| EXPENDITURE TYPE | AMOUNT | VENDOR | DATE | RECEIPT | STATEMENT |
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