

GRADUATE STUDENT ENGAGEMENT FUND REIMBURSEMENT REQUEST FORM

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
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
TOTAL:	\$				

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

