Student Reimbursement Request

PAPER CLIP your receipt(s) to this form. DO NOT STAPLE/TAPE.

Return to Amanda Jackson
Latrobe 205
ajack110@jhu.edu

You must complete all fields marked with *

*Name: ________________________________  Travel Location: ________________________________

*Business Description/Purpose of Expenses:

*Budget Name to Charge: ________________________________  *Budget Number to Charge: ________________________________

*Type of Expense: ________________________________  *Total: ________________________________

*Meals (if applicable):

➢ Do you have alcohol charges?  No / Yes  If yes, highlight all alcohol charges.
➢ Did you pay for others?  No / Yes  If yes, list attendees with each receipt.

*Student Signature: ________________________________  *Date: ________________________________

*Faculty/Advisor Signature: ________________________________  *Date: ________________________________

ALL REIMBURSEMENTS MUST BE SIGNED BY FACULTY/ADVISOR.

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Please take care of your receipts while you are on a business trip. Try to keep them in an envelope or folder of some sort. Torn or worn receipts are extremely difficult to read and may pose a problem in trying to obtain the reimbursement.

If you are missing ANY receipts (including a hotel folio) you must fill out a Missing Receipt Affidavit form (see attached). You will need to fill out an MRA for each missing receipt.

HOTEL:
I always need the “folio” page from a hotel. This is the page that shows the breakdown of days, taxes charged, etc.

AIRLINE:
I always need the receipt that shows that the amount was charged to your credit card. Do not just submit the confirmation of your travel. If all you have is the confirmation of your air travel, then I will need a copy of your credit card statement showing the charge.

RESTAURANT:
I ALWAYS need the receipt that shows the breakdown of what you ordered. I need to see individual meals, drinks, etc. and the receipt that shows how much you gave as a tip.

INTERNATIONAL TRAVEL:
If you travel internationally and have charges in foreign currency, it is strongly recommended that you provide your credit card statement with trip expenses highlighted in addition to your receipts so that we can be sure you are being reimbursed for the full cost incurred.

$100 or less can be paid by Petty Cash. More than $100 has to be submitted through our SAP system. If you do not have a personnel number, one will have to be created for you which will cause a delay in reimbursement.