



# Electrical & Computer Engineering Non-Travel Reimbursement Form

TODAY'S DATE

### Make Payment To

FIRST NAME	MIDDLE INITIAL	LAST NAME	Personnel Number
DIRECT DEPOSIT YES                      NO		Special/PCV	Email

### Expense Details

DESCRIPTION	AMOUNT	CURRENCY
Attachment Enclosed	<b>TOTAL \$</b>	

### Business Meals (All business meals require itemized receipt)

Attendees (Employees)	Attendees (Employees)	Guest (Non-JHU)

### Charge / (Credit)

AMOUNT	Cost Center	Internal Order Number	Fund	Project/Grant
\$				
\$				
\$				

### Signatures

**Important:** Requests for reimbursement must comply with our reimbursement policy, including expense reimbursement deadlines.

EMPLOYEE NAME (PRINT NAME)	DATE	SIGNATURE
DEPARTMENT APPROVER (PRINT NAME)	DATE	SIGNATURE

**Send the original, signed form ECE, 3400 N. Charles Street, Barton Hall 105, Baltimore, Maryland 21218 via interoffice mail or email [finance.ece@jhu.edu](mailto:finance.ece@jhu.edu) . Processing takes about five business days.**  
 Questions? Contact the departmental office at (410) 516-7031 or email [contactece@jhu.edu](mailto:contactece@jhu.edu).