

AMERICAN UNIVERSITY CLUB SPORTS
REIMBURSEMENT FORM

ALL ORIGINAL RECIEPTS MUST BE TAPED TO THE BACK OF THIS REIMBURSEMENT PAPER WITHIN 14 DAYS OF TRIP/PURCHASE. RECIEPTS MUST TOTAL A MINIMUM OF \$20 TO BE REIMBURSED.

PERSONAL CAR MILEAGE MAP: \$50 MAX REIMBURSEMENT

NAME: _____ AU ID: _____

CURRENT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL: _____

PHONE: _____ EMAIL: _____

DEPART DATE: _____ RETURN DATE: _____

ADDRESS OF TRAVEL: _____

SIGNATURE OF PAYEE _____

(REQUIRED): _____

| DESCRIPTION | PRICE |
|--------------|-------|
| | |
| | |
| | |
| | |
| | |
| | |
| TOTAL | |

REASON FOR PURCHASE:
