**Receipt Submission Form**

**PROCARD**  **DEPT BILLING**  **REIMBURSEMENT**

Instructions:

Use this form to turn in ProCard, Schnucks, Whittemore House, Campus Store, travel, or other paper receipts to the business coordinator. (Emailed receipts for online purchases such as Amazon and airfare purchases may be submitted via email.) Please paperclip or tape your receipts to this form, or attach them to a separate page. DO NOT STAPLE THEM. Return this form with receipts to Claire Meyer’s mailbox.

**YOUR NAME:**

**PURCHASE DATE , TOTAL, and PURPOSE:**

**FUND TO BE CHARGED** (circle/underline one)**: Department / Personal Research / Other**

**FOR TRAVEL ONLY: PLEASE PROVIDE THE DATES, DESTINATION(S), AND PURPOSE OF THE TRIP** (multiple travel receipts may be clipped to this form; please distinguish between ProCard receipts (“ProCard”) and receipts for reimbursement (“cash”); please indicate alcohol purchases with an “A”; please translate international receipts into English)**:**

**FOR SOCIAL PURCHASES ONLY: PLEASE LIST THE ATTENDEES OR, IF THERE WERE MORE THAN 12, PLEASE PROVIDE AN ESTIMATE OF CATEGORIES:**

**NOTES OR SPECIAL INSTRUCTIONS :**

YOUR SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_