

Expense Reimbursement Request (non-CMU) 2023-2024

- Form must be submitted within 30 days of purchase.
- Receipts submitted over 90 days are considered taxable income & require additional paperwork.

SUBMIT ORIGINAL RECEIPTS WITH FORM:

- Receipt must be itemized and show proof of payment
- If receipt does not show proof of payment you must also submit banking statements with payee name, vendor name & last four digits of card number or canceled check image (front & back)
- A bank/credit card statement by itself does not suffice as a receipt.

If you are not employed by CMU, you will receive an automated email:

- Follow emailed link and complete requested information
If electronic payment is requested, banking information can be provided. Note, banking info will not be necessary on subsequent reimbursement requests.
- Failure to respond to email will delay reimbursement timeline or result in cancellation of reimbursement request .

1.) ORGANIZATION INFORMATION (Please print clearly):

Organization/Account name: _____

Date: _____

AGENCY \$ _____

Authorized Signer name: _____

GIFT \$ _____

Authorized Signer signature: _____

OTHER \$ _____

Andrew ID: _____

If Other, Indicate Account – crowdfunding, JFC Capital, etc

Line Item in JFC Budget

2.) NON-CMU AFFILIATE REIMBURSEE INFORMATION (Please print clearly):

Reimburssee's name ((Please use given or legal name): _____

Email Address: _____

Reimburssee's Mailing Address or SMC:

Address Line

City, State, Zip

3.) PURCHASE DETAILS:

Detailed description of purchase (please provide who, what, when, where & business purpose for each receipt):

Please indicate if hazardous materials were purchased

Please indicate if gift or prizes purchased

Number of people attending (Necessary if purchase involves food or beverages. If 5 or fewer people attended, include first and last names.):

Date of Oldest Receipt (if older than 90 days, attach W-9 or W-8/FNIF if international see front desk for forms) _____

REIMBURSEMENT AMOUNT \$: _____

indicate if reimbursed amount is less than receipt total