

Non-CMU Affiliate Reimbursement Request 2025-2026*Form must be submitted with receipts within 30 days of purchase.**Receipts submitted over 90 days are considered taxable income & may be subject to tax withholding***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.

The reimbursee will receive an automated email:

- Follow the emailed link and complete requested information. You will be asked how you'd like to receive the reimbursement and then provide remittance information.
- Failure to respond to email will delay reimbursement timeline or result in cancellation of reimbursement request.

1.) ORGANIZATION INFORMATION (Please print clearly):

Organization name: _____

Authorized Signer name: _____

Authorized Signer signature: _____

Andrew ID: _____

Date: _____

☐ AGENCY \$ _____☐ GIFT \$ _____☐ OTHER \$ _____*If Other, Indicate Account – crowdfunding, JFC Capital, etc*

Line Item in JFC Budget

2.) NON-CMU AFFILIATE REIMBURSEE INFORMATION (Please print clearly):Reimbursee's name *((Please use given or legal name))*: _____

Email Address: _____

Reimbursee's Mailing Address: _____

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