

MLLL Reimbursement Request Form

Use this form for general reimbursements only. Not for travel.
When complete, turn in to Terri Perez, Kaufman Hall 203.

Name: _____ Position/Title: _____

Name of Event or Project: _____

Funding source: _____ Amount Funded: _____

Amount Requested for Reimbursement: _____

Explain the reason for the event or project:

Please tape all receipts to a flat piece of 8 ½" by 11" white paper. Tape down all sides completely. Do not staple. All amounts **MUST** be converted to US dollars **BEFORE** you hand them in (<http://www.oanda.com/currency/converter/>). Please include all invoices and any other pertinent information. Note that Financial Services requires attendance sheets to be **TYPED, not handwritten** (e.g. signatures). NO individual memberships are allowed. If you paid for the membership in your name in cannot be reimbursed. Memberships must go through the front office (Terri Perez). The membership must be in the Department's name and any subscriptions included in the membership must have at least one copy available for everyone. The membership cannot be for more than 1 year at a time.

***If submitted more than 120 days after purchase, you must also complete an expense reimbursement form (<http://www.ou.edu/controller/fss/forms.htm>) with this reimbursement.**