



# Request for EXPENSE REIMBURSEMENT

Requestor: Please fill out this form completely. Sales tax is not reimbursable, and must be excluded. Submit the completed form and receipts to your faculty advisor/technical manager.

Faculty Advisor/Technical Manager: Please review reimbursement request and if approved, sign and forward to utdesign@utdallas.edu for processing.

Jackie Smith  
 \_\_\_\_\_  
*Student's Name*

1/21/2021  
 \_\_\_\_\_  
*Date*

1003  
 \_\_\_\_\_  
*Project#*

123 Second St, Richardson, TX 75080  
 \_\_\_\_\_  
*Student's Full Mailing Address*

Ron Schmidt  
 \_\_\_\_\_  
*Faculty Advisor / Technical Manager's Name*

9999999999  
 \_\_\_\_\_  
*Student's UTD-ID*

jxs999999  
 \_\_\_\_\_  
*Student's Net-ID*

*Ron Schmidt*  
 \_\_\_\_\_  
*Faculty Advisor / Technical Manager's Approval*

**Explanation of Charges**

*Attach all receipts clearly showing vendor name, purchase date, items purchased, and payment completed.*

Line #	Receipt Date	Vendor Name	Purchase General Description (1 line per receipt)	Receipt Total (w/o sales tax)
1	1/15/21	Home Depot	Nuts & bolts	\$ 15.99
2				
3				
4				
5				
6				
7				
8				
<b>TOTAL</b>				<b>\$ 15.99</b>