



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.

<i>Student's Name</i>	<i>Date</i> <i>Project #</i>
<i>Student's Full Mailing Address</i>	<i>Faculty Advisor / Technical Manager's Name</i>
<i>Student's UTD-ID</i>	<i>Student's Net-ID</i> <i>Faculty Advisor / Technical Manager's Approval</i>

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				
2				
3				
4				
5				
6				
7				
8				
			TOTAL	