## Instructions for visitor – THE DEPT WILL NEED YOUR FULL NAME AND EMAIL TO BEGIN THE REGISTRATION PROCESS FOR ANY REIMBURSEMENT.

## Non-Employee Request for Reimbursement/Payment

FOR TRAVEL REIMBURSEMENT/PAYMEN	<u>IT</u>		
Date of visit			
Person to receive reimbursement			
Business/University			
Reason for visit			
List expenditures below - hotel, airline ti	ickets, rental car, taxi, etc.	including receipts.	
TOTAL			
	FOR OFFICE USE ONLY		
		Project to be charged	
Approver's Signature	Date		
Approver's Printed Name			