



## Mathematics Department

### **Misc. Reimbursement Worksheet**

Please include this with every reimbursement request

Only one form is required for multiple receipts

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Your Name

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Account to be charged (i.e. My NSF, My Startup Funds, My Academic Senate Funds, etc...)

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Receipt Amount(s)

Other instructions:

I certify that the above is a true statement, that the expenses claimed were incurred by me on official University business on the dates shown, and that I have attached original receipts for each expense as required by University policy

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Payee's Signature / Date