# INFORMATION NEEDED TO PROCESS REIMBURSEMENTS

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Date Submitted to Student Affairs:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name of person to be reimbursed:</td>
</tr>
<tr>
<td>********* Stale**</td>
<td>Duke Unique Id:</td>
</tr>
<tr>
<td>Original Receipt(s)</td>
<td>Student Organization Receipt is Associated with:</td>
</tr>
<tr>
<td>Here</td>
<td>Brief Explanation of receipt(s):</td>
</tr>
</tbody>
</table>

*Staple (do not tape) additional receipts to a blank sheet of paper and attach this cover sheet at time of submission*

If receipts are submitted for meals, please list the number of attendees.
(If the number of people present at the meal is less than 11, please list provide a list of names in attendance.)
List:
1)  
2)  
3)  
4)  
5)  
6)  
7)  
8)  
9)  
10)  

Signature: ________________________________