<table>
<thead>
<tr>
<th>Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of person to be reimbursed:</td>
</tr>
<tr>
<td>Duke unique id:</td>
</tr>
<tr>
<td>Student organization receipt is associated with:</td>
</tr>
<tr>
<td>Total amount requested for reimbursement:</td>
</tr>
<tr>
<td>Brief explanation of receipt(s):</td>
</tr>
</tbody>
</table>

*Tape*
Original Receipt(s)
On Separate Sheets
And attach with paper clip

*Be sure to tape ONLY the edges of the receipt to a blank sheet of paper and attach this cover sheet at time of submission.

*Tape degrades the ink used on most receipts, making the receipt illegible, so **DO NOT** use tape over printed text on receipts.

If receipts are for student organization travel, please include:
Reason for travel: __________________________
Dates of travel: __________________________
Destination: __________________________
If flights were taken, are boarding passes attached? [ ]

If receipts are being submitted for meals, please include:
Number of attendees: __________________________
Location where meal was held: __________________________
(If the number of people present at the meal is less than 11, names of attendees must be provided.)
1) __________________________
2) __________________________
3) __________________________
4) __________________________
5) __________________________
6) __________________________
7) __________________________
8) __________________________
9) __________________________
10) __________________________

*I certify that the information detailed above is factual and that the purchases were made on behalf of Duke Law School.

Signature of payee*: __________________________ Date: _____________

Signature of treasurer: __________________________ Date: _____________

Office of Student Affairs use: __________________________ Date Received: __________________________

Notes: