

**School of Mechanical, Industrial, and  
Manufacturing Engineering  
Personal Reimbursement Request**

**Name:** \_\_\_\_\_ **OSU ID:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Index to be paid from** \_\_\_\_\_ **account code:** \_\_\_\_\_

**Professor/Supervisor approval:** \_\_\_\_\_

**Description of Item Purchased:** \_\_\_\_\_

\_\_\_\_\_

**Business purpose of purchase:** \_\_\_\_\_

\_\_\_\_\_

Attach **original, itemized** receipts. Smaller receipts may be taped to a sheet of paper.

Receipts must show the amount charged to credit/debit card. If not listed (i.e. some internet purchases such as PayPal) please attach a copy of the transaction from your bank account online site or monthly bank statement. You may cross out any non-pertinent or confidential information (i.e. balance, account number, etc. –we just need to see your name, the vendor name, and the amount charged to your account). If the item description on the receipt is not clear, please describe what the item is.

**Students:**

If the reimbursement amount is less than \$100 you may be reimbursed via the "Cash Out" process.

If you have any questions concerning this reimbursement, please contact either Erica Stillwagon at 737-4504 or via e-mail at [erica.stillwagon@oregonstate.edu](mailto:erica.stillwagon@oregonstate.edu) or Angela Franklin at 737- 4496 or via e-mail at [angela.franklin@oregonstate.edu](mailto:angela.franklin@oregonstate.edu) .