Print Clear Form

Villanova University
Procurement Department
Request for Reimbursement for Business Expenses

(to be used for Employee or Student ONLY)

_____
voucher # Procurement use

Banner ID:_____ Date:_____

Employee:_____ Department:_____
where the check will be sent

Type of Expense: ☐ Business Meal ☐ Supplies ☐ Other_____

Business Purpose:

Meals: Provide the following information:

Location_____ Date _____

Topics of Discussion_____ Number of Attendees:_____

Name of Guests, including titles:_____ _____

_____ _____

_____ _____

Supplies or Other: Indicate clearly what items were purchased, what they are used for, and why personal funds were used.

_____

_____

_____

_____

NOTE: All original detailed receipts MUST be attached. If a personal check was used, a copy of the front and back of the cancelled check must also be provided. If a personal credit card was used a copy of your credit card statement must also be attached.

Procurement Use	Index / Account	Amount

Total 0.00

I the undersigned verify the above statements to be true and correct, and that all expenditures were for Villanova University business purposes only.

Payee Signature_____ Date:_____

Approvals: All requests for reimbursement must be approved by the employee's supervisor

Supervisor's Name:_____ Date: _____
Please Print

Supervisor's Signature:_____ Title:_____

Official Use Only:

Procurement Approval:_____ **Controllers Office:**_____