



Personal Expense Reimbursement Request

Date to Front Office: _____

Payee Name: _____ CU Employee? Y N

If "No" please provide Payee Address:

Email address: _____

Vendor: _____ Purchase Date: _____

Speedtype(s): _____ Amount: _____

_____ Amount: _____

**** Email form & receipts to your Account Tech ****

Please include *itemized* receipts (must clearly state what was purchased)

Brief Description – please explain **what** was purchased:

Business Purpose – please explain **how** this benefits official University business:

For official functions:

10 people or less, please list all attendee's names & affiliations

11 people or more, please list groups of attendees (i.e. 5 faculty, 5 staff, 10 students, etc.)