

Student Expense Reimbursement Request – Graduate School

- Please complete the information below as accurately as possible.
- Include all receipts; receipts must show proof of payment. Documentation can include a bank statement showing the payment.

Name: _____ Student ID: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Department: _____

Please check the expenses you are requesting to be reimbursed:

- | | |
|---|--|
| <input type="checkbox"/> Meals | <input type="checkbox"/> Lodging |
| <input type="checkbox"/> Mileage | <input type="checkbox"/> Air Transportation |
| <input type="checkbox"/> Registration | <input type="checkbox"/> Taxi/Shuttle Services |
| <input type="checkbox"/> Rental Car (did you follow NDSU Policy for rental cars?) | |
| <input type="checkbox"/> Other (Explain below) | |

Other: _____

Travel Information:

Purpose of Trip: _____

Traveling To/From: _____

Departure Date and Time: _____

Return Date and Time: _____

Were expenses shared by another student or employee? If so, please give an explanation.

Were meals provided if you attended a conference? If so, please detail meals included.

Funding Request Approved by Graduate Dean

Dean's Approval: _____ Date: _____ \$ _____