

Request for Employee/Student Reimbursement Non-Travel Expenses

IMPORTANT NOTES:

- ★ If entire receipt is not being submitted for reimbursement, please highlight items to be paid.
- ★ Receipts must be original and itemized to be eligible for reimbursement. Credit card statements/slips are not sufficient information.
- ★ If expense is for food, you are required to attach a completed/signed NDSU Banquet & Meeting Documentation Form. (*Located at <https://www.ndsu.edu/forms/> under the Accounting Forms.*)
 - The requested amount for meal reimbursements must fall within the allowable amount per person as outlined on the Banquet & Meeting Documentation Form. If the average cost per person is above the allowable amount, you must attach a written justification.
- ★ If in doubt whether an expenditure is allowable, please check with Accounting Tech or Budget Coordinator before making the purchase.
- ★ Software purchases must be preapproved BEFORE purchasing, please check with Accounting Tech or Budget Coordinator before making the purchase.
- ★ Please attach receipts to the back of this form or a separate sheet of paper.

Today's Date: _____

Name: _____

Address: _____

Address: _____

City: _____ State: _____ ZIP: _____

Employee/Student ID: _____ Student Faculty/Staff

Student's Faculty Supervisor: _____

Amount: _____

Description of Purchase (*who, what, when, where, why*):

Funding (required): _____

Signature (required): _____

Supervisor Signature (required for all students): _____

By signing and/or entering your name, you agree to abide by all North Dakota State University (NDSU) & North Dakota University System (NDUS) State Board of Higher Education (SBHE) applicable policies on purchasing, compensation, and reimbursement.

Office Use Only

Received Date:

Account:

Fund:

Dept: