

EXPENSE REIMBURSEMENTS

Revised 3/2011

Requests for reimbursement of expenses totaling \$20.00 or less may be presented for cash reimbursement at the Business Office, located in Hillman Hall. Requests must be accompanied by an original receipt, a general ledger account number, and an approving signature from an advisor or a department head.

All requests exceeding \$20.00 must be submitted through Accounts Payable.

Call the Business Office at 961-1655 with questions or any needed clarification.