

Purdue University - County Extension Offices

Reimbursement Approval Form

(to be used when reimbursing non-Purdue employees)

Requestor: _____

Date Requested: _____

Check # : _____

List Items for Reimbursement:

Mileage:	# of Miles	_____	Mileage Rate	_____	Reimbursement Amount \$	_____	\$	_____	-
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Total Amount Requested: _____

County Director Approval Signature: _____

This form is to be used for common occasional business expenses: office supplies, mileage for errands, etc.

Please file this approved form with Receipt and any other Disbursement Details.

- This form does not need to be sent to the Business Office.

NOTE: If you are paying an non-Purdue individual for services, a Substitute W-9 must be completed and sent to the CES Business Office.