



## Expense Reimbursement Form

In order to receive reimbursement for approved Association expenses, this form should be received by the Treasurer within 30 days of incurring the expense and no later than the last day of December. Please be sure to have the appropriate approval signatures.

<b>Contact Information</b>	
Make check payable to:	
Send check to this person:	
Address:	
City:	
Zip:	
Email address:	

<b>Expense/Reimbursement Breakdown</b>	
<b>Expense Account:</b>	
Expense	Total
Refreshments	\$
Printing	\$
Supplies	\$
Mileage: (# of miles x 0.56)	\$
Other Travel	\$
Speaker/Honorarium*	\$
Other (specify)*	\$
<b>Total of All Expenses</b>	<b>\$ 0.00</b>
<b>Comments:</b>	

Receipts must be attached

\* Prior Approval must be obtained

<b>Signatures</b>	
Claimant Signature/Date	
Committee Chair or Officer/Date	

The signature of the appropriate Chair or Officer is required before sending to the Treasurer

<b>Instructions:</b>
Please print this page and send it with your receipts to:  Valerie Culler MSFAA Treasurer Wayne State University 42 W. Warren Ave. Detroit, MI 48202 ap7874@wayne.edu