MEMORANDUM

TO: Administrative Office, School of Chemical & Biomolecular Engineering

FROM: ________________________________________      ___________________________________
       PRINT NAME                                  SIGNATURE

SUBJECT: Request for Reimbursement

I request reimbursement for the following business expense(s):

AMOUNT(S):  1) ___________________                      FUND(S): 1) ___________________
              2) ___________________                      2) ___________________
              3) ___________________                      3) ___________________

DATE(S) INCURRED:  1) ___________________
                  2) ___________________
                  3) ___________________

OCCASION(S)/ITEM(S):  1) ____________________________________________
                      2) ____________________________________________
                      3) ____________________________________________

INDIVIDUAL(S) ATTENDING/USE(S) AT GEORGIA TECH:

1) ____________________________________________
   ____________________________________________
   ____________________________________________

2) ____________________________________________
   ____________________________________________
   ____________________________________________

3) ____________________________________________
   ____________________________________________
   ____________________________________________

SUPERVISOR’S SIGNATURE:__________________________________________

Attach all receipts, including credit card signature slips and itemized totals for each transaction.