

Expense Reimbursement Request



Requestor:	
Date:	
Email:	
Phone Number:	
Mailing Address:	

In Payroll? ☒ Yes ☐ No Relationship to Department:

If you are a student, who is your faculty advisor?

Conference/Meeting Name:	
Business Justification & Research Description:	

Business Travel Begin Date: Business Travel End Date:

Expense Date	Expense Description & Justification	Oracle String <small>(leave blank if not known)</small>	Amount

Total:	
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Notes: 1. Please attach excel/word document if more lines are needed

The university will not pay for or reimburse business or travel expenses that have been or will be reimbursed from any outside sources. Individuals seeking reimbursement are responsible for detailing expenses that are being shared with an external organization in the report justification. See Page 7, Section F of the University Business and Travel Expense Policy at http://www.cmu.edu/finance/controller/bte/files/bte_policy.pdf.