

EVENT REIMBURSEMENT FORM

Rice is exempt from paying sales tax and hotel occupancy taxes in Texas and cannot reimburse these taxes to anyone making purchases on its behalf. The alumni office will provide a copy of Rice's tax exemption certificates to any Texan alumni volunteer who needs one.

For reimbursement of out-of-pocket event expenses, please print and submit the following form along with *original, itemized receipts* and *an event attendance list* within 7 days from the event date to:

Annette Silva
Rice University
Alumni Affairs and University Events – MS 520
P.O. Box 1892
Houston, TX 77251-1892

For more information and guidelines on payment and reimbursement of event expenses, please visit <http://alumni.rice.edu> or call the alumni office at 800-742-3258 or 713-348-4057

Event:

Event Date:

Name:

Rice class year:

Address:

Daytime phone:

Brief event description:

[illegible]