

## YEAGER REIMBURSEMENT REQUEST

MARSHALL  
UNIVERSITY



SOCIETY OF  
YEAGER  
SCHOLARS™

NAME \_\_\_\_\_ MUID# \_\_\_\_\_

EMAIL \_\_\_\_\_

STREET ADDRESS *(This is the location where the reimbursement check will be mailed)*  
\_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### REIMBURSEMENT INFORMATION

DATE OF EVENT \_\_\_\_\_ LOCATION \_\_\_\_\_

PURPOSE \_\_\_\_\_

TOTAL AMOUNT REQUESTED \_\_\_\_\_

### CHECKLIST

- I have original receipts.
  - *Charges without a receipt cannot be reimbursed.*
- All receipts are organized by date and taped to a piece of plain paper.
  - *More than one receipt can go on a sheet of paper, but the receipts must remain in date order.*
- All receipts are being submitted at one time.
  - *Multiple requests for reimbursement from one trip will not be accepted.*
- Only expenses associated with tuition, travel, meals, and lodging are requested.
  - *Clothing, health-related items, souvenirs, alcohol, and entertainment-related expenses are not reimbursable.*
- This form and the receipts have been delivered to Jami Smith in Old Main 230.

### PROCESS

Once the receipts and reimbursement request have been provided, they will be categorized and send to the MU Foundation for processing. You will receive an email with a link to approve a requisition. Follow the steps and link in the email. You are the first approver and must act for your reimbursement to advance. Add Dr. Hoey ([hoey@marshall.edu](mailto:hoey@marshall.edu)) as the next approver, then click Submit at the bottom of the screen.

### NOTES:

By signing below, I acknowledge that my reimbursement will take 4-6 weeks to process, and any failure to provide proper documentation in the required format will delay a reimbursement.

NAME \_\_\_\_\_

DATE \_\_\_\_\_