CHECK Request	DOC #		
		1	
TODAY'S DATE			
Your Name:		EMPLOYEE ID / STUDENT ID	
HOME Address:			
City:		State:	Zip:

Tape receipts to separate pieces of paper; 2) if not obvious, please enlighten us as to the nature of the expense (i.e. books, supplies, etc.); and 3) explain the purpose of the purchase

REIMBURSABLES:

ACCOUNTS TO BE CHARGED / DESCRIPTION OF PURCHASE	TOTAL	FIS ONLY

NOTE: Washington University <u>does not</u> reimburse Missouri Sales Tax except on Social Expenses; SOCIAL EXPENSES (MUST HAVE DEAN LEVEL APPROVAL) and Itemized Receipts REQUIRED

ACCOUNTS TO BE CHARGED	FOOD Amount	ALCOHOL Amount	TAX Amount	ATTENDEES first & last names