

DEPARTMENT OF ANTHROPOLOGY

REIMBURSEMENT WORKSHEET

In the table below, please itemize each expense. All expenses must be in U.S. dollars. Supplemental documentation needed: (1) credit card statement with **both** your full name and last 4 digits of your account number. (This can be printed from the credit card website with processed charge). If your credit card statement doesn't include both of these items, you can make a photocopy of your actual credit card and cross out the first 12 digits for security **AND** (2) receipt or invoice. (This must include the full name and last 4 digits of credit card). Please submit this form, including the supporting documents to the Department of Anthropology, 452 Schermerhorn Extension.

Name of Person to be Reimbursed:

Date of Event or Dates of Travel: -

Expense Number	Date of Expense mm/dd/yy	Business Purpose	Unsegregated Expenses	Segregated Expenses
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Comments:

<p>Total Unsegregated Expenses:</p> <p>Total Segregated Expenses:</p> <p>Total Expenses:</p>
