

HUU REIMBURSEMENT REQUEST

Please complete this form to request reimbursement for expenses related to HUU programs and activities. Attach detailed receipts for the goods or services covered (receipts are required). Multiple receipts from one activity are OK; Use separate forms for separate activities.

Deliver the form and receipts to the Office Administrator. Checks are usually prepared within a week, but may require longer in unusual circumstances. Checks are delivered personally on the Sunday after they are written if possible, or mailed otherwise..

Your name _____ DATE _____

HUU activity _____

Total Amount \$ _____

What? Where? Why? etc. _____