

- Reimbursement
 - to non-Emory guest
 - to student at: (*Address grabbed from OPUS)
 - Home Address
 - Campus/Local Address



Payment to an Individual (for services)
 Payment to a Vendor

Today's Date: _____

Payee: _____

Student ID Number (Reimbursements only): _____ Expenses to a foreign national: YES or NO

Club: _____ Division: _____

Club Treasurer Signature: _____

Invoice/ Receipt Number	Purchase Date	Smartkey (# plus A or SG)	Expense Type (Acct code)	Vendor/Brief Description/# of people	Amount
1					
2					
3					
4					
5					

Total _____

Complete Business Purpose: _____

PLEASE ATTACH ORIGINAL ITEMIZED RECEIPTS, INVOICES, CONTRACTS, SIF/ACH, OR OTHER PAPERWORK TO THIS FORM