

MSTP Student Reimbursement Form

Note: We cannot reimburse for alcohol purchases. If you plan on serving alcohol at your event, contact mstp@case.edu or stop by the office (SOM T401) at least 3 weeks prior to your event to order alcohol through Purchasing.

Please send your entire reimbursement in **one PDF** to mstp@case.edu. Include the following:

- Your receipt, itemized if necessary. If you have more than one receipt, please use the table below to list and total them.
- Reason for reimbursement
- Total amount
- **IMPORTANT** - We cannot reimburse for taxes

(1) Student to be reimbursed: _____

(2) Date: _____

(3) Total Amount to be reimbursed: _____

(4) Purpose of reimbursement: _____

Please indicate how you want to receive your payment:

_____ Mail check (Make sure address is correct in SIS. MSTP not responsible for lost or stolen checks.)

_____ Pick up in Cashier's Office in Yost Hall Room 165

<u>Vendor</u>	<u>Amount</u>
Total	