**SHPE-RPI Reimbursement Form**

Policies and Procedures

* This form is to be used when you pay for a SHPE expense out of pocket.
* **All reimbursement requests must be submitted with supporting documentation no later than 2 weeks from the date of the purchase.**
* All reimbursements must be over $5 to qualify.
* For **gas reimbursements**: You must fill your tank prior to driving to your destination then at the completion of your trip fill your tank up again. Keep this receipt, this is the amount you will be reimbursed.
* A **receipt must be provided** for ALL reimbursements to be considered.
* Email completed form to [powerc2@rpi.edu](mailto:powerc2@rpi.edu).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Requester Information | | | | | | | | |
| Requester Name: | |  | | | **Affiliation with SHPE:**  **(Committee if Applicable)** | | |  |
| Event Title: | |  | | | **Event Date/Location:** | | |  |
| General Reimbursement | | | | | | | | |
| Item Name | | | **Unit Price** | **# of Units** | | **Extended Price** | | **Reason for Purchase** |
| 1.  2.  3.  4. | | |  |  | |  | |  |
| Total (Including shipping and taxes): | | | | | |  | |  |
| Gas Reimbursement | | | | | | | | |
| Start Location: |  | | | | **End Location:** | |  | |
| Reason for Driving: |  | | | | **Total Reimbursement:** | |  | |

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| --- | --- | --- | --- |
| For Use by Treasurer Only | | | |
| Transaction ID: |  | **Date:** |  |