

IAS/Overseas Reimbursement and Expense Form

Check one of the following:

Reimbursement

Procard

Schnucks Card

Miscellaneous (FedEx Kinkos, Campus Store, Whittemore House, etc)

Full Name: _____ Email Address: _____

Campus Box: _____ Office Location: _____

Event Name and purpose of purchase: _____

Date/Time of Event: _____ Event Location: _____

Number of attendees (if less than 13 must list names on the back): _____

Total Receipt(s) amount: _____

Account to charge (please check one of the following): **SR Code** (Optional): _____

AAS Minor

Faculty Research
Account

GCP (91210)

IAS Discretionary
(91022F)

IAS Faculty Research
Development Fund

IAS General Dept
Fund

Overseas General
Dept Fund

SIR (91022A)*

Speaker Series (94067)

WUIR (94070)

Other (please list): _____

***All SIR expense reimbursements require SIR Treasurer approval before processing**

SIR Treasurer Approval _____

Attach your receipts to the back of this completed form and turn in to Alex Espeseth:

Campus Box 1088 aespeseth@wustl.edu 935-6123