

**REIMBURSEMENT REQUEST FOR OUT-OF-POCKET EXPENSES**

**For NON-UNC EMPLOYEES**

NAME \_\_\_\_\_ REQUEST DATE \_\_\_\_\_

EXPLANATION OF REIMBURSEMENT: expenses related to invited seminar presentation

**LIST ALL ITEMS REQUESTED FOR REIMBURSEMENT BELOW.** (Receipts must be itemized and include visible proof of payment. Alcoholic beverages are not valid for reimbursement.)

If you have already emailed Lori Shamblin a copy of your flight confirmation **that includes your payment reference and amount, you do not have to include another copy.**

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_

6. \_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

(SIGNATURE VERIFIES THAT EXPENSES WILL NOT BE REIMBURSED FROM ANOTHER FUNDING SOURCE.)