

**Arkansas Tech University  
Russellville, Arkansas**

To: President of the University

From: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: Request for Reimbursement

Reimbursement for miscellaneous expenses incurred as official University host for functions as follows:

Date	Town where expenses incurred	Number of Persons	Description of Function	Amount
<b>Total:</b>				

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Printed Name of Requestor

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Vendor Number of Requestor

\_\_\_\_\_  
Vice-President Signature

\_\_\_\_\_  
Chancellor, ATU - Ozark (if applicable)

\_\_\_\_\_  
University President

Index	Fund	Org	Acct	Prog	Amount

A copy of an approving Board Resolution dated October 27, 1994 is available upon request.