

**Villanova University**  
**Procurement Department**  
**Request for Reimbursement for Business Expenses**  
(to be used for Employee or Student ONLY)

\_\_\_\_\_  
voucher # Procurement use

Banner ID: \_\_\_\_\_

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

Employee: \_\_\_\_\_

Department: \_\_\_\_\_

where the check will be sent

Type of Expense:       Business Meal       Supplies       Other \_\_\_\_\_

**Business Purpose:**

Meals: Provide the following information:

Location \_\_\_\_\_ Date \_\_\_\_\_

Topics of Discussion \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Name of Guests, including titles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplies or Other: Indicate clearly what items were purchased, what they are used for, and why personal funds were used.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: All original detailed receipts MUST be attached. If a personal check was used, a copy of the front and back of the cancelled check must also be provided. If a personal credit card was used a copy of your credit card statement must also be attached.

Procurement Use	Index / Account	Amount

Total \_\_\_\_\_

I the undersigned verify the above statements to be true and correct, and that all expenditures were for Villanova University business purposes only.

Payee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approvals: All requests for reimbursement must be approved by the employee's supervisor

Supervisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print

Supervisor's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

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**Official Use Only:**

Procurement Approval: \_\_\_\_\_ Controllers Office: \_\_\_\_\_