

COLLEGE OF DESIGN

Request for Reimbursement

1/2001

This form must be used for reimbursements of expenditures made under emergency situations. All itemized receipts must be taped on all four sides on a separate sheet of paper. Do not use front and back. All receipts must be submitted for reimbursement **within 30 days** of the actual expenditure. **Note:** The dean's approval is **required** for all expenditures that occurred **more than 30 days** from the date of submission.

Total Amount Reimbursed: \$ 876.24

Reimburse:

Dana

A.

Bartelt

First

Middle

Last

Employee ID:

349 44 9052

Street Address:

36 Meadowlark Lane

City, State & Zip Code:

Belle Mead NJ 08502

Telephone Number:

908 874 5844

E-mail Address:

dana_bartelt@ncsu.edu

Explanation of Expenditure:

865.25 AA,
10.99 orbitz
\$876.24

Purchased online airline ticket for Tameka Allen to work
in Prague,

I certify the appropriateness of this reimbursement.

Requestor signature:

Dana Bartelt

Date:

4.4.09

I certify the availability of funds & appropriateness of this reimbursement.

Project/Dept:

Account:

Signature of
Dean/Dept. Chair/Director/PI:

Date: