

## REQUEST FOR REIMBURSEMENT

Date: 1-22-20

I, \_\_\_\_\_, request a reimbursement check in the amount of

\$ \_\_\_\_\_, for (item description) \_\_\_\_\_

for use in (educational purpose) \_\_\_\_\_.

Signature: \_\_\_\_\_

Check # \_\_\_\_\_

Date check issued \_\_\_\_\_