

EXPENSE REIMBURSEMENT REQUEST FORM

First Name Last Name Class Year Campus Box

ID Number (REQUIRED) Email Phone

HOME ADDRESS (REQUIRED):

Street:

City: State: ZIP:

Check should be mailed to (please check one): Home address Campus box

Reason for Reimbursement Request:

- Internship (summer only)
- Externship
- Job Shadowing
- Networking Dinner
- Career Immersion Trip
- Other/Siegfried Fellows

Please itemize your expenses below. **Receipts are REQUIRED for all expenses** (Accounts Payable does not accept credit card or bank statements as receipts). For mileage reimbursement ONLY, submit a MapQuest printout showing your route of travel.

TRAVEL

Date	Item description	Amount
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Total Travel

LODGING

Date	Item description	Amount
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Total Lodging

Please print this form and mail in.

TOTAL EXPENSES

Attach all original receipts to a separate sheet of paper. Submit this form with the original receipts to:

Rebecca Barth
Center for Career Development
Gettysburg College Box 425
300 North Washington Street
Gettysburg, PA 17325