

# **JOURNAL REIMBURSEMENT FORM**

*Complete and return this form with all itemized receipts to the Editor in Chief*

## **Reimbursement Request**

Name of Journal: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Requester Email: \_\_\_\_\_

## ***EXPENSE CERTIFICATION***

By submission of this expense form, I certify that:

The expenses claimed as reimbursable on the form are a true and accurate accounting of the necessary business-related expenses incurred for this business trip; and there are no items listed as reimbursable which relate to personal or unallowable expenses. I have not, and will not, be receiving reimbursement from any other source for expenditures claimed as reimbursable nor have any expenditures claimed as reimbursable been paid by another entity.

\_\_\_\_\_  
*(Signature of Requester)*

## **Approval**

Approved     Denied

Amount \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Signature