REIMBURSEMENT REQUEST FORM

Asian American Cultural Center at Yale University

Today’s date: ________________  Transaction date: ________________

Name of person to whom reimbursement should be issued: ______________________________

Reimbursement due to you: $_______________

Purpose/comments/event for amount due: ________________________________________________
_________________________________________________________________________________

Number of attendees: ________

Please attach a list of attendees’ names, poster/email for event and all original receipts.

Project Names (check ONE that applies)

☐ Alumni and Development  ☐ Asian American Heritage Month
☐ Film Festival  ☐ Arts Festival
☐ Freshman Activities  ☐ Asian American Studies
☐ House operations  ☐ General operations
☐ Leadership Programs  ☐ AACC Events and Meetings
☐ Student Organizations  ☐ Recruitment Programs

Reason for expense (check ONE that applies)

☐ Lunch (name restaurant)  ☐ Dinner (name restaurant)
☐ Food (groceries/sodas for events)  ☐ Catered Meal
☐ General (cups, napkins, utensils, etc.)  ☐ Transportation/Car rental
☐ Office Supplies  ☐ Materials (frames, kitchen supplies, etc.)
☐ Printing (posters, mailings, publicity)  ☐ Conference Fees
☐ Postage  ☐ Miscellaneous

Reason for above purchase/Why Yale paid for this purchase (provide as much information as possible):

Approved by: _________________________________  Date: _________________________________

(Signature required)