

Mentoring Lunch Reimbursement Request

Purchaser's Name

Date Prepared

Vendor Name

Amount

Attendees

RECEIPTS: Submit original itemized receipts that include date paid, vendor name, description of items purchased, amount (marked "paid in full", "balance zero", "charged to credit card" or similar wording). Internet receipts are acceptable.

For each lunch, we will cover the costs for lunch for you and one other person up to \$65 total. This will effectively cover \$50 for food + tax + tip.

To be reimbursed, we need original receipts, and they must be submitted to Chris within 60 days of the event.

I certify that this purchase was for official University of Washington business and that I am not being reimbursed for this purchase from any other source.

PURCHASER'S SIGNATURE

DEPARTMENT APPROVER'S SIGNATURE

Budget Name and Number (office use only)