

SCHOOL OF BUSINESS PURCARD FORM

Please send with all **ORIGINAL ITEMIZED** receipts to: **Michelle Chapman**

Employee's Last Name

Employee's First Name

ABSC FP # : _____

Please fill out the section that best describes your expense. If multiple chartstrings are being used, please provide the breakdown either on the individual receipts or in the chartstring field provided below.

A. Travel Expense

(Please attach conference agenda where applicable)

Dates of travel: _____

Chartstring

Name: _____

Trip Location:

Business Purpose of Trip:

B. Business Meal Expense

(If there are multiple business meals, please attach the following information with your original itemized receipts.)

Chartstring

Name: _____

Attendees:

Business Purpose of Meal:

Meal Location: _____

Reimbursement Expected: _____

C. Non-Travel Related Expense

Chartstring

Name: _____

Purchase Description:

Business Purpose of Purchase:

Total: _____

Employee Signature

Date

I certify that the information provided above is an accurate record of expenses incurred. I have not claimed reimbursement from another source and these expenses have not been previously expensed to the University.

Approved by (Print name)

Signature

Date

The person approving the School of Business purcard Form is responsible for reviewing the reasonableness and appropriateness of the expenditures. The ABSC is responsible for reviewing the adequacy and accuracy of receipts and other required documentation against University policy.