

To be reimbursed for Mellon Fund Digital Studies group gatherings, please send all original receipts to Elizabeth White, Little Library, Writing Center via the intercampus mail or drop off receipts from 8 a.m. to 4 p.m. weekdays. If I am not in my office, you can slide the receipts and this summary sheet under my door. Thank you! (704-894-2472).

FULL NAME OF PERSON TO BE REIMBURSED: (No Nicknames, please.)

YOUR CAMPUS STATUS: FACULTY _____ STAFF _____ STUDENT _____

800 # (OTHERWISE KNOWN AS YOUR BANNER ID# OR STUDENT ID#) _____

CELL PHONE # (IN CASE I HAVE QUESTIONS): _____

SUMMARY OF RECEIPTS:

RESTAURANT OR VENUE NAME	DATE OF MEETING	DOLLAR AMOUNT	PERSONS IN ATTENDANCE

TOTAL OF REIMBURSEMENT REQUESTED: _____