

# FIG Reimbursement Form

College of Liberal Arts- Fall 2009

Please complete all fields or form will be returned.

FIG Name: \_\_\_\_\_

Advisor: \_\_\_\_\_ EID: \_\_\_\_\_

Mentor: \_\_\_\_\_ EID: \_\_\_\_\_

Who is being reimbursed? Please check one:     Advisor     Mentor

Email for person being reimbursed: \_\_\_\_\_

. . . . .

**\*\*\*Please remember to keep careful track of your purchases. The university cannot reimburse you for any amount over your budget. \*\*\***

Date of Activity: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Vendor name: \_\_\_\_\_

Location of Activity (Please be specific – e.g., CAL 2.200 or South Mall):

\_\_\_\_\_

Activity Description (e.g., cookies during class or admission to Texas History Museum):

\_\_\_\_\_

. . . . .

**\*\*\*Reimbursements need to be submitted within 30 days of date of purchase**

**\*\*\*Gift cards and certificates may *not* be purchased for FIG reimbursement**

**\*\*\*Please allow up to two weeks for reimbursement**

**\*\*\*Please include *original* receipt(s) with this form and return to:**

Mail: Liberal Arts, Student Division  
Attn: Monica Horvat  
Campus Mail: **G6100**

In Person: GEB 2.200  
**Questions? 232.5749**