

 CHAPMAN UNIVERSITY
EXPENSE REIMBURSEMENT (OTHER THAN TRAVEL)

Dept. Code	ACCOUNT		Amount	Remarks
	Number	Description		
	510110	Instructional Supplies	\$	
	510112	Operating Supplies		
	510120	Duplicating & Copying		
	510122	Printing		
	510210	Telephone & Telegraph		
	510220	Postage		
		TOTAL	\$	

Total Expenses _____
 Less Advance _____
 (If Any)
 Amount Due \$ _____

ISSUE CHECK TO: _____

- Mail to: _____
- HANDWRITE - Additional Charge
- Extension/person to call for check pick up: _____

Requested By: _____ Date: _____

Approved By: _____

Additional Approval: _____
 Executive Vice President (if over \$5,000)