

NDSU SWE - Expense Reimbursement Request Form



***The Expense Reimbursement Request Form must be completed and sent to or given to the current SWE Treasurer in order to receive reimbursement for expenses paid by personal funds for SWE-approved events and functions. Be sure to attach all receipts with an email or in physical form. Once the request is approved, the SWE treasurer will contact you to find a time to give you the reimbursement check.

Current SWE Treasurer: Nicole Stoltenberg Email: nicole.stoltenberg@ndsu.edu Phone: (218)-256-7936

Reimbursement Amount: _____ Date: _____

Member Information:
Name: _____ Email: _____

Date of Purchase	Amount	SWE Event or Purpose	Description	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				

For NDSU SWE Treasurer Use Only:
Approved: _____

Attach Receipts Below or Send by Email: