

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: Kjersten Winkelman

Email: kjersten.winkelman@ndsu.edu

Phone: (701)-367-7251

Reimbursement Amount: _____

Date: _____

Member Information:

Name: _____

Email: _____

Date of Purchase	Amount	SWE Event or Purpose	Description	Total
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TOTAL: _____

For NDSU SWE Treasurer Use Only:

Approved: _____

Attach Receipts Below or Send by Email: