

FIG Reimbursement Form
College of Liberal Arts

FIG Name: _____

Mentor: _____ EID: _____

Email address: _____

*****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*):

Number of attendees (if more than 10): _____

- *Reimbursements must be submitted within 30 days of the date of purchase.*
- *If fewer than 10 people attend a particular activity, please list first and last names of participants on page 2 of this form*
- *Gift cards and certificates are not to be purchased for FIG reimbursement*
- *Please allow up to two weeks for reimbursements*

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

Liberal Arts Student Division
Campus Mail: G6100
Attn: Tess Pepmiller

In Person: GEB 2.200

Questions? Call 471-7352

Please fill in the names of participants below **if there were 10 people or fewer in attendance:**

First Name	Last Name