

# REIMBURSEMENT APPROVAL FORM



All fields are mandatory

## Personal Information

Last name

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First name

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## Cost information

Course code and course name

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Project number and cost center (check from teacher in charge)

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Teacher in charge

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Description and purpose of purchase

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Total sum

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## Approval

Signature of teacher in charge

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Date

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## PLEASE NOTE

- 1) Attach this form, or email containing the same information to your NEO claim
- 2) All the receipts need to show the VAT percentage.
- 3) If your purchase is divided between other people, please indicate the names.