

REIMBURSEMENT APPROVAL FORM



All fields are mandatory

Personal Information

Last name

First name

Cost information

Course code and course name

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

Teacher in charge

Description and purpose of purchase

Total sum

Approval

Signature of teacher in charge

Date

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.