

# 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.