

University of Detroit Mercy  
**ReBUILDetroit Scholars Reimbursement Form**

Please complete this form and submit it with your receipts to receive reimbursement.

\*\*Please submit a petty cash form for local parking and/or mileage under \$50\*\*

|                                  |  |           |  |
|----------------------------------|--|-----------|--|
| <b>Name</b>                      |  |           |  |
| <b>Email</b>                     |  | <b>T#</b> |  |
| <b>Reason for Travel/Expense</b> |  |           |  |
| <b>Dates of Travel/Expense</b>   |  |           |  |

| <b>Expenses</b>                        | <b>Amount Requested</b> |
|--|-------------------------|
| Registration                           |                         |
| Meals (breakfast, lunch and/or dinner) |                         |
| Lodging                                |                         |
| Airfare/luggage                        |                         |
| Ground Transportation                  |                         |
| Other (please list below):             |                         |
|  |                         |
| <b>Total</b>                           |                         |

Scholar Signature: \_\_\_\_\_ Date: \_\_\_\_\_