

PARKING EXPENSE REIMBURSEMENT FORM

Date: _____

ID #	Description	Rate	Qty.	Total
<i>Ex. 1234567</i>	<i>Ex. Parking</i>	<i>Ex. 7.00</i>	<i>Ex. 1</i>	<i>Ex. 7.00</i>

I, _____ am submitting a receipt for parking and I am requesting reimbursement.

- I am requesting the reimbursement be mailed to me at the following address (if different than the address on file):

Signature

Campus Representative:

Name: _____

Signature: _____

How do I get reimbursed?

Reimbursements are available if alternative parking was sought due to unavailable parking at the DTC. Reimbursements are not available if alternative parking was used as a convenience.

Any campus business office staff can process a reimbursement, which can be done in person or via email, with the proper documentation. A receipt is required along with the request form (15-0005). The maximum amount reimbursed is the amount paid on the receipt, not to exceed \$20. Reimbursement requests must be submitted within 30 days of parking receipt.

Submit email reimbursement requests along with the request form and receipt to businessoffice@reynolds.edu. The reimbursement check will be available for picked up at the requested business office location, or mailed within 72 hours, if requested.