

Expense Reimbursement Form

We will reimburse 60% of your travel costs to and from orientation. Please return this form to the Program Office at the address above, along with **original** tickets and receipts. *We are only able to reimburse travel costs for students traveling more than 200 km one way. We will not reimburse rental cars.*

Important Note: We cannot process reimbursements for transportation on public carriers without the actual tickets.

Your name: _____

I am an OBW student OJS student OMG student ORA student
 (please circle)

Address to which reimbursement should be mailed:

Please list the expenses for which you are requesting reimbursement

Date	Description	Amount
Total Requested		
Amount Reimbursed (to be filled in by Program office)		

I agree that the Program Office will reimburse me for 60% of the travel costs. The Program Office has the right to withhold reimbursement for items that are ineligible for reimbursement. The total amount will be reduced accordingly. The Program Office will state the amount to be reimbursed in the grey area of the table above.

Signature: _____

Date: _____