

Student's Reimbursement Request

Date: 08/31/2020

Student Name: Sample Student

Current University or Program: University of Sample

Details of Reimbursement (what is being requested and why):

1. I was required to put down a deposit for my university and paid out of pocket for it.
2. My university required me to purchase repatriation insurance.

(Notice both of those say what is requested and why it is being requested)

List Supporting Document(s), including dollar amount:

1. Copy of deposit receipt - \$100
2. Copy of insurance receipt - \$40

(Notice the description and the dollar amount are listed)

Total Amount Requested: **\$140.00** Student Signature: _____

Approval

By: _____

Date: _____