

# Performance Studies Expense Report

To submit form online please visit <https://bit.ly/PSExpenseReport>

1. Name and student/emp ID \*

2. Short description of expenses \*

3. Chartstring or funding source (if unknown, please leave blank)

4. Dates of expenses and amounts \*

Please note, no taxes can be reimbursed

5. Total of reimbursement requested \*

6. Please email this coverletter and receipts (in one PDF) to [jgurley@northwestern.edu](mailto:jgurley@northwestern.edu)\*

Receipts must be itemized with date, total and proof of payment (i.e., MasterCard xxxxxxxxxxxx0592, and your name in billing info)

For group meals please include a list of attendees