

**McCORMICK CUSTOMER SERVICE CENTER  
Reimbursement Request Form****► FILL OUT THIS SECTION:**

Please complete this form and place in expense report envelope along with receipts and other documentation.

<b>Name</b>		<b>Today's Date</b>	
<b>Business Purpose</b>			

<b>Chart String Description</b>	
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**Special Comments and Notes:**

(e.g. airfare was direct charged, conference fees were paid on a PCard, travel expenses were reimbursed by a third-party, list of attendees for group meals, etc.)

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**► OPTIONAL SECTION:** Please check this box if per diem is being requested.

<b>Fund</b>	<b>Department ID</b>	<b>Project ID</b>	<b>Amount/Percentage</b>

**Supporting Documentation Examples:**

- Original Itemized Receipts (itemized restaurant receipts, sales receipts, etc.)
- Travel Itineraries (boarding passes, plane/train tickets, etc.)
- Transit Receipts (taxi, tolls, etc.)
- Itemized Hotel Bills (itemized hotel restaurant/room service receipts, etc.)
- Group Meal Attendee List (name, title, and affiliation of all attendees)
- Origin and Destination for Automobile Mileage Reimbursement
- Conference/Seminar Itineraries/Bills (badge, certificate of attendance, etc.)
- Other: \_\_\_\_\_