

# UNC Department of Marine Sciences Curriculum for the Environment and Ecology

**PERSONAL EXPENSE REIMBURSEMENT  
REQUEST**

**OR VENDOR PAYMENT REQUEST**

Your PID \_\_\_\_\_

Vendor Name \_\_\_\_\_

Your Name \_\_\_\_\_

**Brief Summary of Expenses and How Does it Benefit your Research / Department Goals**

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**Amount**

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**Account/Grant Information**

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**PI Signature**

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**For Events Reimbursement Please Specify:**

Was any alcohol served?      Yes      No

Were there people under 21 years old present?  
   Yes      No

Number of attendees:

**Please list names if 8 or fewer people attended:**

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**Staple or Attach Receipts**

**ITEMIZED RECEIPT REQUIRED**