

**UNC Department of Marine Sciences
UNC Environment, Ecology and Energy Program**

**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

Amount

Account/Grant Information

PI Signature

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:

Staple or Attach Receipts

ITEMIZED RECEIPT REQUIRED