



<u>Receipt #</u>	<u>Store / Vendor</u>	<u>Amount</u>
1		
2		
3		
4		
5		
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8		
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10		
11		
12		
13		
14		
15		

Total - Must agree with Disbursement Total ==> _____

1. This form **MUST** be used when presenting more than 3 receipts for personal reimbursement on one Electronic Disbursement Request Form.
2. Include this Form as a PDF attachment to your disbursement submission in PaperSave, along with all receipts scanned in the same order as listed above.
3. MD Sales Tax will **NOT** be reimbursed unless seeking a reimbursement for a sit down restaurant. Otherwise, do not include MD Sales Tax in your totals.

Please contact the TU Foundation office at 410-704-3278 for assistance.