



Duke University: The Fuqua School of Business
100 Fuqua Drive
Box 90120
Durham, NC 27708

Alumni Club Reimbursement Check Request

| | | |
|---|--------|-----------|
| Club Location: | | |
| Make check payable to: | | |
| Status of person/organization receiving check (alumni, student, business, etc): | | Amount: |
| Briefly describe event and charges (If there were 10 or fewer people at this event list all names): | | |
| Street address where check should be mailed: | | |
| City: | State: | Zip Code: |

Please attach all **detailed itemized receipts** and/or invoices for this check request. Your Social Security Number is required by Duke University Accounting for reimbursement. SSN can be added to this form or you will be contacted by the Alumni Relations team upon receiving this request to gather appropriate information.

As a reminder club funds can be used food, non-alcoholic beverages, speaker fees, marketing, and space rental cost. **Funds cannot be used for alcohol.**

Mail check request to:

Katie Thomasson
Duke University: The Fuqua School of Business
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