



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

Regional Alumni Group Reimbursement Check Request

Regional Group Location:		
Name of event:		
Date of event:	Make check payable to:	
Amount:	Status of person/organization receiving check (alumni, student, business, etc.):	
Briefly describe event and charges (If there were 10 or fewer people at this event list all names):		
Street Address to which check should be mailed:		
City:	State:	Zip Code:

Please attach all detailed itemized receipts and/or invoices for this check request. Email and mailing instructions below.

Regional alumni group funds can be used for food, non-alcoholic beverages, speaker fees, marketing, and space rental costs. Funds cannot be used for alcoholic beverages.

Email: Megan Spanarkel (megan.spanarkel@duke.edu)

or Mail:

Megan Spanarkel – Alumni Relations
Duke University: The Fuqua School of Business
100 Fuqua Drive
Durham, NC 27708