



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](mailto:megan.spanarkel@duke.edu))

**or Mail:**

Megan Spanarkel – Alumni Relations  
Duke University: The Fuqua School of Business  
100 Fuqua Drive  
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