

**The University of the South**  
**FACULTY EXPENSE REIMBURSEMENT FORM**

**YOUR BANNER ID IS REQUIRED!** Your Banner ID is the 9-character code on your Sewanee ID, beginning with “B” or “C.” Please complete this form on your computer, save as pdf, attach scans of all receipts and documentation, and email a single document to the Dean’s Office at [deancas@sewanee.edu](mailto:deancas@sewanee.edu). You may wish to keep a copy for your records.

<b>NAME</b>		<b>BANNER ID</b>	
<b>ADDRESS</b>			
<b>CITY, STATE, ZIP</b>			

<b>PURPOSE</b>	
<b>FUNDING SOURCE</b>	
<b>FISCAL YEAR</b>	

**For Dean’s Office Use Only**

<b>TOTAL EXPENSES</b>	
<b>AMOUNT DUE EMPLOYEE</b>	

**Charge Expenses To:**

<b>FUND/ORG-ACCT</b>	<b>AMOUNT</b>

**Employee’s Signature (typed name)**

**Date**

**Dean’s Office Approval**

**Date**

