

## Reimbursement Requirements

One Zip file named: Student First and Last Name - Team Name - Reimbursement.zip

Example: **Eric Hernandez - Team Name - Reimbursement.zip**

**Important Note:** The reimbursement must be broken up by each person getting a reimbursement. In other words, only have one name on the receipts and the excel document. Do not include multiple people in the zip file. If multiple persons made purchases then you must include a separate zip file for each.

The Zip File must contain only 2 things. **One Excel File** and **One or more Receipts in PDF or JPG form.**

Excel Document Named: Student First and Last Name - Team Name - Reimbursement.xlsx

Example: **Eric Hernandez - Team Name - Reimbursement.xlsx**

In the upper Left of the Excel document you must include the following personal information:

Name

Student ID

Phone Number

CSULB Email Address

Valid Mailing Address

Skip one line and itemize each purchase.

Ensure that each item has a referenced receipt or purchase order PDF or JPG.

**Important Note:** Each receipt must show a method of payment and include the purchaser's name. If you include an item or receipt that does not include the method of payment and purchaser's name then the entire reimbursement may be delayed possibly leading to it being canceled.

**See my example zip file containing an example excel file and receipts.**