

# American University

## Corporate Credit Card Personal Expense Reimbursement Form

This form is used to document personal expenses incurred on one of the University's Corporate Credit Cards (Procurement Card or Travel Card).

### Cardholder Information

|        |  |                        |  |
|--------|--|------------------------|--|
| Name:  |  | Last 4 digits of card: |  |
| Phone: |  | Department:            |  |
| Email: |  |                        |  |

### List of Personal Expenses

| Business Document Number | Transaction Date            | Transaction Amount |
|--------------------------|-----------------------------|--------------------|
|                          |                             |                    |
|                          |                             |                    |
|                          |                             |                    |
|                          |                             |                    |
|                          |                             |                    |
|                          |                             |                    |
|                          | Total Reimbursement Amount: |                    |

Please submit completed form along with check payable to American University to:

Controller's Office  
Spring Valley Building  
4801 Massachusetts Avenue, NW  
3<sup>rd</sup> Floor  
Washington, DC 20016

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_