**Foundation Reimbursement to TU Request Form**

**INSTRUCTIONS**

**Please email (1) this completed form and (2) the Stratus Query in Excel format to** **tufpayables@towson.edu****.**

**CC the Program Director of the Foundation project that you’re requesting reimbursement from.**

**Please do not email or CC any other Foundation staff members as all Foundation staff have access to this inbox.**

**NOTE: A separate form must be submitted for each project number.**

Name: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

Choose One: Operating Request [ ]  Salary (Payroll) Request [ ]

The Foundation project number I would like to reimburse from is Click or tap here to enter text..

**\*If project number is in the 80000 range, you must also include with your submission supporting documentation for each expense.\***

The total amount of this Reimbursement Request is $ Click or tap here to enter text..

Does your request contain any Partial Reimbursements? Yes [ ]  No [ ]

List a detailed description of the reimbursement(s) by Excel line (limit 50 lines):

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**If you have any questions about completing this form, please contact the TU Foundation office at 410-704-3278 or via email at** **tufpayables@towson.edu****.**