Want your money back?

**BEFORE** making a purchase:

- Expense Pre-Approval
  - ‘All expenses must be pre-approved by a Performance Studies staff member or faculty*.
  - Contracted payments for guest speakers, photographers, etc. cannot be paid through reimbursement. Please contact the Business Coordinator for the appropriate payment form.
- Alcohol is not reimbursable.
- A guest list is required for any group meal.
- Tax Exempt Form signed by the Business Admin
  - Illinois sales tax is non-reimbursable unless it's for a sit-down meal at a restaurant.

**RECEIPT requirements:**

- Vendor’s name, address and phone number included
- Proof of payment included
  - Method of payment must also be stated (credit card, cash, check).
- Itemized
  - Personal items must **not** be included on the receipt.
- Submitted within 60 days of purchase date