# The POGIL Project

## Expense Approval and Reimbursement Request

### EXPENSE APPROVAL:

**Date of Request:**

**Requested by:**

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<thead>
<tr>
<th>Estimated Expense</th>
<th>Description</th>
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**Expense approved by:**

**Date:**

**Purchase(s) made on:**

- [ ] POGIL credit card
- [ ] personal credit card/cash

### EXPENSE REIMBURSEMENT (for purchases made with personal credit card/cash):

**Amount to reimburse:**

(attach copies of all receipts)

**Payable to:**

**Mailing address:**

**Approved by:**