**University of North Carolina at Chapel Hill**

**Department of Classics**

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| **UNC Voucher Request Form** | | |
| Issue Payment To: | Total Purchase Amount: | Today’s Date:  Click here to enter a date: |

**Expenses Submitted for Reimbursement**

|  |  |  |
| --- | --- | --- |
| Date of Purchase:  Click here to enter a date: | More than 8 people attended | Place, Purpose, and Agenda: |
| Description:  Meal Other  Reception Educ. Supplies  Recruitment  Business Meeting  Membership/Subscription | If 8 or less people attended, please list their names here: |
| Receipts contain alcohol purchases: Yes  No | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Source of Funds:** | | | | |
| Fund | Source | Program | Cost Code 1 | Account |
|  |  |  |  |  |

Signature:

*Please return this completed form to the Classics office with receipts taped here (or paper clipped if they don’t fit):*