



*The American University of Rome*

Business Club

**REPORT ADVANCE REQUESTED –REQUEST REIMBURSEMENT**

REQUEST REIMBURSEMENT

REPORT ADVANCE REQUESTED

Report no.# \_\_\_\_\_ F.Y. \_\_\_\_\_

Object of the Advance / Description expenses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Advance Given: \_\_\_\_\_

Amount given back to AUR: \_\_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

Officer Business Club : \_\_\_\_\_  
( Name and signature for approval purpose)

In case of reimbursement/refund:

Amount refunded: \_\_\_\_\_

I hereby, received the amount above.

\_\_\_\_\_

( Name and Signature of the person receiving the refund)

Finance Office : \_\_\_\_\_

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