

Athletics Reimbursements Jesuit Dallas

Complete this form, include receipt(s) and email to athleticsassistant@jesuitcp.org within 30 days of the expense.

Purpose of Expense:

Sport and Level:

Date of Expense:

Amount of Reimbursement:

Send Reimbursement To:

Name:

Address:

City: State:

Zip: Phone:

Please attach receipts to your email.

FOR CREDIT CARD PURCHASES:

If the receipt provided does not show the cardholder's name we would need additional support that connects the cardholder to the last four of the card shown on the receipt. This can be done a number of different ways including:

- A snip of your credit card statement showing the last 4 digits as well as your name.
- Another receipt you have that also has both the last 4 digits and your name.
- Stop by the finance office and show one of us the physical card. If you are taking your card directly to the finance office, please advise the administrative assistant in the athletic office when that has been done as we will then process the reimbursement.

Any support given with other personal transactions should have unnecessary information blacked out. We do not need to know/see the full card number in the support, only the last 4 digits.