



# CAT Mentor Program

## Reimbursement Request Form

CAT Mentors are required to schedule three “face-to-face” meetings with scholars each semester, which may occur individually or in small groups. To seek reimbursement for expenses associated with these meetings, you can complete the Google Reimbursement Form or fill out this PDF and email it to [elonacademy@elon.edu](mailto:elonacademy@elon.edu); drop it off in-person at the Elon Academy office located in the Mooney Building, room 302; or place it in the mail addressed to Elon Academy, Campus Box 2108, Elon University, Elon, NC 27244.

Mentor Name (Your First and Last):

Student ID Number (Data-tel):

E-Mail Address:

Graduation Year:

Today's Date:

Receipt Date:

### Request a Single Reimbursement:

Mentee Name (First and Last):

Total Purchase Amount \$:

### Request Multiple Reimbursements:

Mentee Name (First and Last):

Amount \$:

Mentee Name (First and Last):

Amount \$:

Mentee Name (First and Last):

Amount \$:

Mentee Name (First and Last):

Amount \$:

Mentee Name (First and Last):

Amount \$:



\*Attach Purchase Receipt - If a debit or credit card is used, the receipt MUST display the credit/debit card information (Visa \*\*\*\*) for processing.\*

\*Reimbursements will be processed as Petty Cash and picked up in the Bursar's Office, Alamance Building, Room 113. You will receive an e-mail notification from Elon Academy notifying you when the funds are available to be picked up. Please bring the e-mail and present your Phoenix card or some form of photo ID when requesting your reimbursement at the Bursar's Office.\*