



Kentucky Institute for International Studies

Promotional Expenses Reimbursement | July 1 - June 30

Year: _____

KIIS Mailing Address

Western Kentucky University - KIIS
Qing She, Accountant
1906 College Heights Blvd #11030, HCIC 1001
Bowling Green, KY 42101-1031

Mailing Address for Reimbursement Check

Payable to:

Attn:

Mailing Address:

City:

State:

Zip:

Expenditures

Date	Type of Expenditure (Describe)	Amount
Total:		
Total to be Reimbursed:		

Reimbursement Requirements

All requests for reimbursement must be accompanied by an itemized original receipt. For student and faculty events, a participant attendance sheet is required, as well as the name of any prize winner(s). Additional items to include are a copy of the poster/ad and/or a photo of the signage. All items must be KIIS exclusive recruitment activities (advertisements, informational sessions, or printing). **Items or events costing more than \$200 MUST receive prior approval from the KIIS office in order to be reimbursed.**

Notes for promotional items received from KIIS: