Yale Institute of Sacred Music

Expense Justification Form

For the explanation of expenses incurred on Pcards and out of pocket expenses.
Per university policy please provide for ISM accounting purposes:

Who (Name): _____ **What (description/event):** _____
When (Date range): _____ **Where:** _____
Why (Purpose of attendance, etc.): _____
_____

Receipts

Please attach all **ORIGINAL, ITEMIZED** receipts for reimbursement and
LIST INDIVIDUALS PRESENT at group business meals.

Date:	Amount:	ISM Account to Charge:	Description of Expenses*

*Certain expenses require prior approval from the ISM Director. Please review to the 2010-2011 Faculty letter and attach approval email/notes before submitting receipts that may be questionable.

Notes / Special Instructions: _____

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