

Memorandum of Understanding
Regarding Reimbursement Policy for Reunion Parties
Bartender Service is Required
Only Beer and Wine Permitted

I, _____, a member of the class of _____, understand the college Reimbursement Policy outlined below. I also understand that these policies are in affect and pertain to reimbursement of expenses incurred during reunion planning and at the event. I agree to following the process and submitting forms to facilitate the reimbursement process as outlined by Accounts Payable.

- All reimbursement requests must be accompanied by a Reimbursement Request Form* and original receipts.
- The New Vendor Form and W-9* must be on file for each individual requesting reimbursement.
- Reimbursement requests must be received within two weeks from the time the expense was incurred.
- Payment can take up to 15 business days to be processed and issued.

Signature

Date

*All Forms can be found on the Reunion Planning Resources page of the Alumnae Weekend Website at alumnaeweekend.agnesscott.org

This form must be signed by individuals requesting a reimbursement.