Reimbursement Requests

To be reimbursed for any NON-travel expense less than $1,000, the following is required:

• The original itemized receipt and a copy.
• A completed SST Purchase/Reimbursement Request form with signature of supervisor/faculty head.
• If food related submit a Business Meals form in lieu of SST justification form
• Receipts must be submitted within 45 days from the purchase date to receive a reimbursement.
• When making a purchase that requires item/merchandise to be shipped, please ship to SST business offices:

(Physical address):
ASU, School of Social Transformation
240 E. Orange Mall
Wilson Hall 125
Tempe, AZ 85281

(PO Box)
ASU, School of Social Transformation
P.O. Box 876403
Tempe, AZ 85287-6403

If you need to make a NON-travel purchase that is $1,000 or more please contact Tami McKenzie to make the purchase for you.