
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.