

PRINCETON UNIVERSITY UNDERGRADUATE STUDENT VOUCHER

PAY TO: Name: _____ Date: _____

Address: Home/Local: Mailing: Campus / Frist:

To change your information in University records, use the appropriate links on the [Change My Info](http://www.princeton.edu/myinfo) web page located at: <http://www.princeton.edu/myinfo>.

Student Name:	Nonresident Alien? Yes: No: Visa Type:
P.U. ID #:	If yes, Permanent Residence:
Class Year:	
Enrolled? Yes: No:	

Travel Expenditures: Purpose of Travel – University Business – **Do not use this form**, use the Business Expense Report:
<http://www.princeton.edu/invoiceprocessing/files/forms/EmployeeBusinessExpenseReport.pdf>

Undergraduate Charges:

Select: Added Comments:	
Select: Added Comments:	
Select: Added Comments:	
Subtotal:	
Reimbursement (key deposits, club expenses, food and entertainment, supplies, etc): Each reimbursement being requested, the nature and purpose of the expense must be stated. Conferences and meetings should include the functional titles or affiliation.	
Tax Withholding (Controller Use Only):	
TOTAL:	

CHARGE / (CREDIT) number of digits indicated in parentheses

Amount	Acct (3)	Dept (3)	Project / Grant (7)	Fund (3)	Budget Year (4)	Optional 1 (15)	Optional 2 (15)	PrgCode (3)

Student Signature	Department Signature	Approved - Head of Office or Department
Print Name	Print Name	Print Name