

**Civil and Environmental Engineering  
760 Davis Hall  
Berkeley, CA 94720-1710  
510-642-3262**

Check Request Information Sheet/Non Entertainment

**Name:**

**Address:**

**City/State/Zip:**

**Account/Fund to be charged:**

**Total to be reimbursed:**

**Authorized signature:**

Original zero balance receipts are required for reimbursement. If you do not have zero balance due receipt a copy of the front and back of the cancelled check or credit card statement is required.

Receipts smaller than 8 1/2 x 11 need to be taped to a sheet of paper, do not use staples.

*All foreign visitors must complete a Certificate of Academic Activity form and provide photocopies of their visa, passport, and I-94 card.*