

**Trader Fund Request for Reimbursement**

**Deadline to Submit Form is May 1 (spring) / December 1 (fall)**

**Reimbursement requests will not be processed if submitted after these dates**

The Trader Fund will reimburse an international student for the cost of attending **one** cultural event per academic year. The maximum reimbursement per student is $80.00, even if the ticket cost exceeds this amount.

**Student’s Name:**

**University ID:**

**UR Mailing Address:** UR Box       **Off-campus Address:**

***(if any)***

**Email Address:**

**Name of Event:**

**Date of Event:**

**Cost of Your Ticket: $***(even if your ticket cost more)*

**Are you set up for direct deposit with the University?**  **Yes**  **No**

* **We will process your reimbursement request and email you if we have questions. Please allow 3-5 business days for processing.**
* **Receipts older than 30 days will not be reimbursed.**
* **Please provide a clear photo of the original ticket stub or original receipt (must include a date and cost) and this form (in .docx or .pdf format) to** [**international@richmond.edu**](mailto:international@richmond.edu)**.**