



## FE EXAM REIMBURSEMENT REQUEST<sup>1</sup>

Please provide all the information requested. Since reimbursement checks may be issued after you have left campus for the summer, please be certain to provide an address that will remain valid.

Name:

Email Address:

BU ID:

Permanent Mailing Address:

Expense to be reimbursed:

- 1) FE Exam Fee

I certify that I have expended the amounts shown above as indicated.

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Student's Signature

Date

Please include a copy of your exam results [Pass / Fail] and a receipt for your FE exam registration. If there is not an actual receipt proving that you registered for the exam, please make a copy of your bank or credit card statement and black out any of the personal information that is irrelevant to this reimbursement, e.g., bank account numbers, other purchases, etc.

It will take approximately 5 to 10 business days for your check to be processed by our Accounts Payable, and it will be mailed to the mailing address provided above. If you are graduating, please use your permanent mailing address and not your on-campus address.

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<sup>1</sup> Please contact Cindy Vachon, Financial Manager, if you have any questions regarding this reimbursement. Telephone: 617-358-1096, E-mail: [cmvachon@bu.edu](mailto:cmvachon@bu.edu). You may also mail this paperwork to his attention at the address above.