

**REGENT UNIVERSITY TRANSFER OF ACTUAL EXPENSES FORM**

**TO:** Heather Dowling, Business Office ADM 134

**FROM:**

**COPY TO:**

**SUBJECT:**

**DATE:**

**This transfer is being issued for :**

**Event:**

**Event Date:**

**Description:**

**Vendor:**

**Mode of Payment (Check one):**

Check

Credit Card

Trans Date

Cardholder Name

**Please Charge \$ \_\_\_\_\_ to Account Code: \_\_\_\_\_ - \_\_\_\_\_**

**Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Please Credit \$ \_\_\_\_\_ to Account Code: \_\_\_\_\_ - \_\_\_\_\_**

**Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Submit to:**

**Regent University Business Office  
1000 Regent University Drive, ADM 134  
Virginia Beach, VA, 23464**