

**Request for Reimbursement - DFW Customer Appreciation Certificate (DFW Bucks/Vouchers)**

Certificate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certificate Issued Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Redeemed for: *Circle One -* Food& Beverage Retail F&B and Retail

Location Redeemed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Redeemed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Amount: *Must match receipt(s) total* $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original documents attached:

* DFW Customer Appreciation Certificate (Voucher)
* Receipt(s)

Submitted by: (PLEASE PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit this form, original DFW Customer Appreciation Certificate (voucher), and original receipt(s) to Melissa Vessells, Administrative Assistant, DFW Airport Concessions Department P.O. Box 619428 DFW Airport, TX 75261-9428 (972.973.4818).

*DFW Airport Concessions Department Use Only*

*Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Received by: (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Confirm that the following documents were submitted with this form:*

*DFW Certificate yes/no*

*Supporting Receipts less than or equal to the amount of the DFW Certificate yes/no*

*S:Forms/DFW Bucks Req for Reimbursement Form 2015*