



PORTLAND STATE UNIVERSITY

American Association of University Professors

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Regalia Reimbursement Instructions

All PSU-AAUP members are entitled to up to \$58 per year in regalia purchase or rental reimbursement. If you choose to purchase your regalia, you can submit the same receipt each year and be reimbursed in \$58 increments until your original purchase price is completely reimbursed.

To receive your regalia reimbursement benefit, please email taylor@psuaaup.net, send via campus mail (mail code: AAUP), or FAX (503-725-8124) the following:

1. Copy of itemized **receipt** for regalia rental or purchase (including name of company, date, and total cost).
2. Your **phone number** (personal, not PSU office) and the **mailing address** of where you'd like your reimbursement check to be sent.

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