# REQUEST FOR RECEIPTED REIMBURSEMENT

**DEPARTMENT OF MECHANICAL ENGINEERING**
***(Itemized Receipt Required)***

**Name:** _____ **Email:** _____

**Check one:** _____ **UH Faculty** _____ **UH Student**
_____ **Staff** _____ **Other (specify)**

**Home Address** _____
*To verify the correct person is being reimbursed*

**Amount of Reimbursement $:** _____ **Subcode/Tag #:** _____
*Fabricated Equipment (if required)*

**Paid off of Account #:** _____ ***Students: obtain this info from your advisor***
***Fund Codes: 2064, 2160, 2164 prohibit food/entertainment***
***Fund Code 2072 prohibits alcohol***

***Requestor's Signature*** _____

***Advisor's Signature*** _____

| **Vendor & brief description of items purchased** | **Amount** | **Date of Receipt** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | $ | |

**Purpose and Benefit of this purchase to the mission of the university.**
*Be specific.*

**PURPOSE:**

**BENEFIT:**

**MAPP 4.01.03 (POLICY ON REIMBURSEMENTS/VOUCHERS)** ALL REQUESTS FOR REIMBURSEMENT, INCLUDING REQUIRED DOCUMENTATION, MUST BE SUBMITTED TO THE DEPARTMENT OF BUSINESS OFFICE NO LATER THAN 60 DAYS AFTER THE DATE OF PURCHASE. REQUESTS SUBMITTED AFTER 60 DAYS MAY NOT BE FORWARDED TO ACCOUNTS PAYABLE FOR REIMBURSEMENT.

QUESTIONS: Contact Joana Tan @ 713-743-5704 OR email: jtan4@central.uh.edu
Business Meal Form: Revised 11/2014