

SUPPLIES & MATERIALS

Reimbursement Request Form

To obtain reimbursement for miscellaneous out-of-pocket expenses, please submit this form to Van Kasiske together with original receipts. **Postage expenses are not reimbursable without a note of explanation to the Mailing Division.** Tape (do not staple) your small receipts, credit card statement, or cancelled check on a separate sheet of 8 1/2" x 11" paper.

Date _____

Print name: _____ Email: _____

Employee ID# _____ OR Student ID# _____

I certify that the expenses claimed below are true and correct and meet the requirements set by the university and the funding source for reimbursement.

Signature: _____

Please note: if you are submitting an invoice as a receipt, it must indicate either a zero balance due or it must be accompanied by a copy of your cancelled check or credit card statement. If an exchange rate is involved, it must be shown.

Books/DVDs/CDs/Tapes - Library (56420) \$ _____

Copying (56411) \$ _____

Prints/slides (55041) \$ _____

Computer supplies (55101) \$ _____

Office supplies (55030) \$ _____

_____ \$ _____

_____ \$ _____

TOTAL EXPENSES \$ _____

CHARGE:

___ Enabling Grant (\$1,000)	___ Faculty Res Grant (Competitive)	
___ Jr. Faculty Res Grant	___ Start Up	___ Retention
___ URAP Funds	___ Amer Cul Funds	___ Hellman
		___ Seminar Funds

Other: _____