Request for Reimbursement

Charges to University of Houston Funds must be reasonable and allowable. According to MAPP 04.01.03 request for reimbursement must be supported by an **original itemized receipt**. If an original itemized receipt is not available, another proof of payment along with a merchant produced document could be accepted. All requests for reimbursements, including required documentation, should be submitted to the department business office **no later** than **60** days after the date of purchase to avoid a MAPP Policy violation.

Name: _____ Empl ID: _____

Reimbursement for: (List Items) _____

Purpose and Benefit _____

Meals (if less than 10, list name and affiliation) _____

Charge To Cost Center(s) below (if splitting between more than one Cost Center, use Cost Center #2 field):

PS SpeedType (Cost Center) #1 _____ Amount _____

PS SpeedType (Cost Center) #2 _____ Amount _____

Total Reimbursement: $ 0.00

Attach Receipts

_____ _____

Payee Signature Date

_____ _____

Supervisor Approval Signature Date

_____ _____

DBA Approval Signature Date