

The College of Architecture & Design Reimbursement Request Form

Personal Information		
Name: _____	PeopleSoft ID: _____	Date on Receipt: _____
Reimbursement: \$ _____	Classification (<i>Check one</i>): <input type="checkbox"/> Employee: <input type="checkbox"/> University Student: <input type="checkbox"/> Other	

Reimbursement for: (check one)	
_____ Hosted Business lunch/dinner with Guest Speaker/Visitor/Candidate/Other: _____	
_____ Purchase of _____ From (<i>vendor name</i>) _____	
_____ Other _____	
Purpose and Benefit Statement: _____	

<p>For reimbursement of business meals, please list names of guest(s) and employees, their institutional affiliations for groups of 10 or fewer. For larger groups, the name(s) of the guest(s) must be provided, together with the number of people attending and their general relationship to the university. <i>For transactions that normally require gratuity, employees may be reimbursed for gratuity up to 20% of the transaction only.</i></p>	
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	6. _____ 7. _____ 8. _____ 9. _____ 10. _____

1. Please complete, sign & submit the form with itemized receipt within 60 days from the date of transaction. If the receipts are not legible copies, proof of payment may be requested. 2. Tape receipts to the back of this form or on a separate letter size paper.	Cost Center: _____ Chart field: _____
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<i>This is a legitimate university expense for which I was not previously reimbursed by University of Houston or another source</i>	
Your Signature: _____	Date: _____
Supervisor/or Administrator Approval: _____	Date: _____

(Please place in Thuy Mai's mail box or turn into Thuy in room 122)