

## 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:

PS SpeedType (Cost Center)

Amount

PS SpeedType (Cost Center)

Amount

Attach Receipts

\_\_\_\_\_  
Payee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval Signature

\_\_\_\_\_  
Date