

Student Request for Reimbursement of Course Expenditures

Fall 2018

This Form is for Departmental Approval

Page ____ of ____

Requestor Information			
Name: _____			
Address: _____			
Street Address		Apt #	
City	State	Zip Code	
Phone: _____			
E-mail: _____			

DEPARTMENT ADMIN USE ONLY	
Date Received:	_____
Date Reviewed:	_____
Date Final Approved:	_____
Contacted Requestor by:	<input type="checkbox"/> Email <input type="checkbox"/> Phone
Contact Date:	_____
Date Picked Up:	_____
Select Payment Type:	<input type="checkbox"/> Petty Cash <input type="checkbox"/> Reimbursement Voucher

Receipt Information

Do NOT combine receipts, list each receipt. UTSA is Tax Exempt, therefore sales tax will NOT be reimbursed.

Date of Purchase	Business Purchased From	Description of Items Purchased	Amount BEFORE Taxes	Shipping/Handling (if applicable)	Total Amount WITHOUT Tax
1/1/2015	Home Depot	Dowel, Nails, Bolts	\$ 4.99		\$ 4.99
1					
2					
3					
4					
5					
6					
7					
8					
Total Amount of Receipts Listed					

Course Information

One Course Per Sheet. If multiple courses, use a new form for each course requesting reimbursement.

Select Course	Max Allowed Per Course	Instructor	Instructor Signature	Date
<input type="checkbox"/> ME 3113 - M&I Lab	\$30.00	Combs, Christopher	/ _____	_____
<input type="checkbox"/> ME 3241 - Materials Lab	\$30.00	Govindaraju/Rincon Troconis	/ _____	_____
<input type="checkbox"/> ME 3263 - Manufacturing Engineering		Lee, Yooneun	/ _____	_____
<input type="checkbox"/> ME 4543 - Mechatronics	\$30.00	Bhounsule, Pranav	/ _____	_____
<input type="checkbox"/> ME 4733 - ME Lab	\$15.00	Nedungadi, Ashok	/ _____	_____
<input type="checkbox"/> ME 4812 - Senior Design I	See Instructor	Hood, Gold	/ _____	_____
<input type="checkbox"/> ME 4813 - Senior Design II	See Instructor	Johnson, James	/ _____	_____
Team Name: _____				

If Course Not listed	Instructor Approval:
Course No. _____ Title _____	Print Name _____ Signature _____ Date _____

Note:

- The request should be signed by reviewed and approved by the instructor of the course.
- Turn this form in with supporting receipts, to the Department of Mechanical Engineering.
- The Department Admin(s) will review the request and retrieve approval from the Authorized Signer for the Mechanical Engineering Department.
- Once the department Admin(s) receive final approval of Reimbursement Request, the Requestor will be contacted letting them know either:
 - the request is ready to be picked up for Petty Cash reimbursement or
 - a check will be sent to the address listed in the Requestor Information section.