

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

Meal
(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:

Attach Receipts

Payee Signature

Date

Supervisor Approval Signature

Date