

School of Art & Design Receipt Reimbursement Form

Instructions: Please complete all fields. Receipt(s) should be combined with this form and submitted via email. Please include a description of the item(s) purchased if the receipt is not clear. **Faculty must initial all receipts for course related expenses.** Submit completed forms to the A&D Finance Office via artdes-fin@umich.edu

Please Note: A&D Finance Office policy requires that receipts be submitted within 30 days of purchase.

Recipient Information

Name _____	UMID # _____
Address _____	Course Number/Course Name _____
_____ Street/P.O. Box	Total Amount Claimed _____
_____ City/State/Zip	Was this a food purchase? Yes No
Email: _____	If yes, please complete the event information section below.

Event Information

Event Name _____

Event Date _____

Reason for Food Purchase _____

List ALL Attendees and UM Affiliation

Name	UM Affiliation
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Faculty/Administrator Approval

Name (Printed): _____

Signature: _____ Date: _____