

U of U  
Tax Exempt#  
20203

# Reimbursement Request Form

Department of Mechanical Engineering  
*Not to be used for travel expenses nor conference registration*

U of U  
Tax Exempt#  
20203

Date: \_\_\_\_\_

**PLEASE PRINT LEGIBLY**

Name: \_\_\_\_\_

E-mail & Phone: \_\_\_\_\_

Design Project Name & Class & Chartfield: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(Please print name)

Authorized by: \_\_\_\_\_  
(Faculty signature required)

**Reimbursement Check: (please check one)**

\_\_\_\_ Under \$1,000 (Limited Purchase Check)

\_\_\_\_ Over \$1,000 (Check Request)

**ALL REIMBURSEMENTS TAKE A  
MINIMUM OF 48 HOURS!**

\*If this is a meal reimbursement:

- Itemized receipt of the food purchased is required
- Describe business purpose meal: \_\_\_\_\_
- # of attendees: \_\_\_\_\_ (If less than 11 attendees; list names of attendees on back of form)

SSN: \_\_\_\_\_ or University ID: \_\_\_\_\_  
\*(Required for Non-U of U students/staff.) (Optional for U of U students/staff)

\*SSN Preferred for U of U students/staff for faster reimbursement.

\*Non - U of U students/staff will need to complete a W-9 for reimbursement.

**Specify Appropriate Action:**

\_\_\_\_ I want to pick up the check

\_\_\_\_ Mail check to the address listed below

Pay to the order of: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Purchased Items:**

| Vendor Name<br>(for each receipt) | Receipt Total w/o tax<br>*Including Shipping |
|-----------------------------------|--|
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
|                                   |  |
| (Use Back If Necessary)           |  |

Sales Tax will not be reimbursed-Tax Exempt # 20203 Total

**Please attach original receipts; Copies will not be accepted**

Incomplete forms will cause a delay in reimbursement processing