

UNIVERSITY OF HOUSTON
DEPARTMENT OF CIVIL & ENVIRONMENTAL ENGINEERING

REIMBURSEMENT REQUEST

Name : _____ Phone : _____
 Title : _____ E-mail : _____
 Address : _____

Date	Description of Expense	Amount
Total Amount of All Receipts:		

Purpose / Benefit : _____

Speed Type # : _____ and Project ID # : _____

Signatures

Requested by : _____ Date : _____

Approved by : _____ Date : _____

IMPORTANT NOTES:

- If this is your first time requesting reimbursement or your home address has been changed since your last reimbursement request, please complete the INDIVIDUAL SET-UP FORM and return forms to the mailbox of **Maria T (Maite) Trasancos**.
- Before turning in the form to the department, it has to be signed by the requester and the supervisor.
- Attach the originals of all receipts. The request for reimbursement including the required documentation must be submitted to the department business office no later than 60 days after travel/purchase is completed.
- Not providing all the information requested will delay the processing of your reimbursement.