

REIMBURSEMENTS

Name check is to be made out to: _____

UNID: _____ e-mail: _____

(Reimbursement will be delayed if account number is not provided)

UU Acct/Project Name/number: _____ Amount: _____

UU Project Number: _____ Amount: _____

UU Activity Number: _____ Amount: _____

Amount: _____

Description of reimbursement:* _____

*If reimbursement is for Business meals, refreshments, recruiting, or entertainment expenses you must list the names of attendees (if less than 10) or name of group and number in attendance, a detailed description of the business purpose of the meeting, and the dates of the function.

Names: _____

Date of Function: _____

Number of people: _____ in attendance

Description of meeting _____

PI/Professor Approval: