

**DEPARTMENT OF CHEMISTRY  
REIMBURSEMENT REQUEST FORM**

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

Payee: \_\_\_\_\_ UMID: C \_\_\_\_\_

Distribution of check:

US Mail -- address: \_\_\_\_\_  
\_\_\_\_\_

Direct Deposit (direct deposit to the same bank account as your paycheck)

Interoffice Mail -- address: \_\_\_\_\_

Account: \_\_\_\_\_

If *not* charging a grant or special-fund account (see reverse), please indicate the business purpose for account assignment:

- Teaching Related = account 162800
- General Departmental Expense = account 162800
- Hosting Seminar Speaker = account 162800
- Hosting Faculty Candidate Visitor = 101694
- Related to Research
  - funded research project = account 102121
  - unfunded research project = account 172734

Item	Description/Business Purpose	Persons attending	Amount
1			
2			
3			
4			

TOTAL: \_\_\_\_\_

\_\_\_\_\_  
Authorized Account Signature

Submit to Juanita Hernandez for processing