



REIMBURSEMENT REQUEST FORM

For Non-Employed U-M Students

Please complete this form then **Print** as a PDF file. Email form, receipts and any other source documentation to cee-AdminTeam@umich.edu

Helpful tips to expedite expense report submissions

- All receipts are required within 45 days of the transaction date listed on receipt to guarantee processing.
- Faculty approval and a shortcode are required when submitting receipts
- Prepaid purchases (e.g. airfare, conference fees, hotel, etc...) should be submitted for processing upon purchase. Do not hold until after return from a trip to submit prepaid expenses.

Shortcode _____

Date _____

Name _____

Home Address _____

Uniquename _____

UMID _____

Reimbursement Type: Include purpose for making purchase in the Business Purpose box

Hosting _____ Date of Event _____

*Include the names of those who attended event with receipt.

Standard Reimbursement _____

Travel Reimbursement _____ Destination _____ Date(s) _____

Business Purpose: