Reimbursement Requests – Disbursement Vouchers

While Discouraged purchases made individually with personal funds can be reimbursed. This is done in urgent situation and when the Business office is unavailable. Please note reimbursements can take several weeks to be processed.

- Complete the “DISBURSEMENT VOUCHER REQUEST” form (attached)
  - PI approval is required (form can be signed or email approval can be provided)
  - Original receipts with copy of credit card or credit card statement
    - Last 4 digits of credit card #
    - Name on credit card or statement
    - Highlight the charge(s) to be reimbursed

- Food purchases require list of attendees & affiliation with Agenda/purpose of meeting or event

- Bring or send the complete form and backup to mse-purchasing@umd.edu or Business office Room 2144 Chemical & Nuclear Engr Bldg
DISBURSEMENT VOUCHER REQUEST

Date: ____________________________

Kuali Document#: ____________________________

DV# (dept use) ____________________________

Pay to: ____________________________

REQ#: (Dept Use) ____________________________

UID #: ____________________________

KFS Acct #: ____________________________

Amount: ____________________________

Object code: ____________________________

Home Mailing Address: ____________________________

Email Address ____________________________

Description of goods and services and/or Attendance list. Please provide Original detail Receipts showing Form of payment:

Requested by: ____________________________ Date: ____________________________

Authorized Department Signature: ____________________________ Date: ____________________________